

**Resolution Number 2009-19**  
**Hamiltonban Township, Adams County, Pennsylvania**

**Holiday Policy**

**WHEREAS**, an updated standard Personnel Policy was put into effect September 1, 2007; and

**WHEREAS**, the Hamiltonban Township Board of Supervisors has performed a revision of said policy to conform with Federal policy regarding holiday time off; and

**THEREFORE, BE IT RESOLVED** that the Board of Supervisors of Hamiltonban Township, Adams County, desires to adopt, by resolution, the updated section regarding Holiday Time Off in the Hamiltonban Township Personnel Policy.

Adopted October 6, 2009

Board of Supervisors  
Hamiltonban Township

**ATTESTED BY:**

\_\_\_\_\_  
Deborah K. Feiler  
Secretary/Treasurer

\_\_\_\_\_  
Chairman Robert L. Gordon

\_\_\_\_\_  
Vice Chairman James E. Grinder

\_\_\_\_\_  
Police Coordinator Coleen N. Reamer

\_\_\_\_\_  
Supervisor Dale J. Premo

\_\_\_\_\_  
Supervisor Harry Rood

## 16.7 HOLIDAYS

Regular, full-time employees who have completed their 90 initial probationary period shall be paid for the following holidays on which the Township offices will be closed:

New Years Day  
President's Day  
Memorial Day  
Independence Day  
Labor Day

Veterans Day  
Columbus Day  
Thanksgiving Day  
Christmas Day

### (Old Holidays)

New Years Day  
Spring Primary Election Day  
Independence Day  
Fall General Election Day  
Christmas Day

Good Friday  
Memorial Day  
Labor Day  
Thanksgiving Day

In order that the Township shall maintain holiday observance policies that are consistent with Federal policy, any holiday granted to employees under the Township's Personnel Policy that falls on a Saturday shall be observed on the immediately preceding Friday. Likewise, holidays falling on a Sunday shall be observed on the immediately succeeding Monday.

With respect to newly hired employees who are working during the 90 day initial probationary period and therefore not qualified for paid time off for any authorized holidays that falls within their 90 day probationary period, they shall be offered the opportunity to elect to take any such holiday off without pay. Any election shall be subject to approval by the employee's immediate supervisor.