

# Town of Milton

115 Federal St  
Milton, DE 19968



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## ORDINANCE NO. 2012-03

### AN ORDINANCE TO AMEND THE TOWN CODE, CHAPTER 26, SECTION 18 "EMPLOYEE BENEFITS"

**WHEREAS**, the Town Council of the Town of Milton has found it necessary for the efficient and effective operations of the town to adopt the Town of Milton Employee Handbook; and

**WHEREAS**, the Town Council finds it necessary to amend the Town of Milton Employee Handbook from time to time; and

**WHEREAS**, an amendment has been made to Section I-5 Holidays;

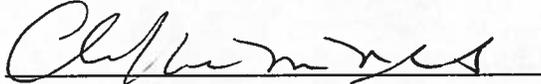
**NOW THEREFORE, BE IT HEREBY ENACTED AND ORDAINED**, by the Town Council of the Town of Milton, a majority thereof concurring in Council duly met, that Chapter 26 "Personnel Policies" of the Milton Town Code be and hereby is amended as follows:

#### Section 18. A. Holidays

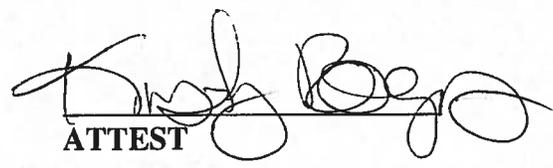
- (1) All employees except temporary, seasonal, emergency and part-time employees shall be compensated with his/her regular pay for the following legal holidays and any other day or part of a day proclaimed by the Governor as a legal holiday and so proclaimed by the Mayor and Council:
  - (a) New Year's Day
  - (b) Martin Luther King, Jr. Day
  - (c) Good Friday
  - (d) Memorial Day
  - (e) Independence Day
  - (f) Labor Day
  - (g) Election Day
  - (h) Return Day (after 12 pm) on election years
  - (i) Veteran's Day
  - (j) Thanksgiving Day
  - (k) Christmas Eve (after 12 pm)
  - (l) Christmas Day
- (2) Two additional, flexible, holidays are available to eligible employees during each calendar year. A written request from the employee and approval by the department supervisor are required.
- (3) As prescribed in the Delaware Code, when an approved holiday falls on a Saturday, the preceding business day shall be considered the legal holiday. When an approved holiday falls on a Sunday, the following day shall be considered the legal holiday.

*The remaining provisions of this ordinance shall be unchanged.*

I, **CLIFFORD M. NEWLANDS**, Mayor of the Town of Milton, hereby certify that the foregoing is a true and correct copy of the ordinance adopted by the Town Council of the Town of Milton at its meeting held on the 6 day of MAR, 2012, at which a quorum was present and voting throughout and that the same is still in full force and effect.

  
**MAYOR CLIFFORD M. NEWLANDS**

3/6/12  
**DATE**

  
**ATTEST**