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 6th day of March, 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

DATE

ATTEST