

WEST BRADFORD TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA

RESOLUTION NO. 21-04

**A RESOLUTION OF THE BOARD OF SUPERVISORS
OF WEST BRADFORD TOWNSHIP AMENDING THE
WEST BRADFORD TOWNSHIP EMPLOYEE
PERSONNEL POLICY MANUAL WHICH WAS
ADOPTED BY RESOLUTION NO. 18-12 ON AUGUST
14, 2018, SPECIFICALLY TO AMEND THE SICK
LEAVE POLICY FOUND UNDER SECTION III.A.**

WHEREAS, West Bradford Township is a Second Class Township organized in the Commonwealth of Pennsylvania and governed by the Second Class Township Code, 53 P.S. §65101 *et seq.*; and

WHEREAS, Section 607 of the Second Class Township Code, 53 P.S. §65607, charges the Board of Supervisors with the governance of the Township, the authority to employ persons as may be necessary for the general conduct of Township business and to provide for the organization and supervision of persons so employed; and

WHEREAS, the Board of Supervisors believes it is essential for the proper operation of the Township to routinely update the West Bradford Township Employee Personnel Policy Manual (the "Personnel Policy") to reflect current policies of the Board of Supervisors; and

WHEREAS, in light of the COVID-19 pandemic, the Board of Supervisors wants to encourage employees to stay at home if they are experiencing symptoms of illness or are generally unwell; and

WHEREAS, the existing sick leave policy in the Personnel Policy may have encouraged employees to report to work despite being sick due to incentives associated with unused sick leave.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors of West Bradford Township that the Personnel Policy shall be amended by amending Section III.A titled "Sick Leave" to read as follows:

"A) SICK LEAVE

Sick leave may be utilized by an employee when that employee is unable to report to work due to illness. Sick leave may also be utilized by an employee when that employee provides care to an immediate family member who is ill and who resides with the employee.

All permanent full time employees will be entitled to up to ten (10) sick days in any one-year period.

New employees will be entitled to up to five (5) days sick leave after a six-month probationary period and prior to the end of their first year of employment.

The Township Manager may require a physician's statement upon return to work after any period of illness exceeding 3 days. The Township Manager may likewise require a physician's statement at any time an abuse of sick leave is suspected.

Accumulated sick leave shall not be compensated for upon separation. Records of absences to be charged to sick leave shall be kept by each employee or their immediate supervisor on forms supplied by the Township and shall be completed and filed with the Township Manager in a timely manner."

BE IT FURTHER RESOLVED, that this amendment to the Personnel Policy shall take effect immediately upon adoption.

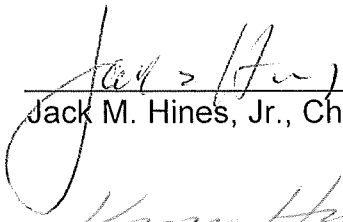
BE IT FURTHER RESOLVED, that copies of the amended Personnel Policy shall be distributed to all employees of West Bradford Township.

RESOLVED and ADOPTED on the 4th day of January, 2021.

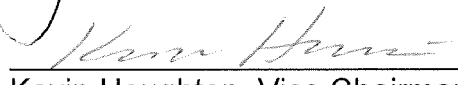
**WEST BRADFORD TOWNSHIP
BOARD OF SUPERVISORS**



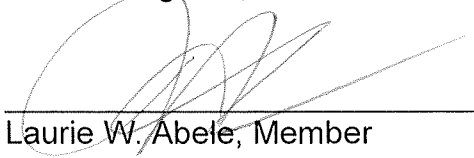
Justin V. Yaich
Township Secretary



Jack M. Hines, Jr., Chairman



Kevin Houghton, Vice Chairman



Laurie W. Abele, Member