

To: Board
From: Steve Aynes, Township Manager
RE: Proposed Township Office Closure December 23-27
Date: October 17, 2019

The Board has expressed interest in limiting the amount of PTO time that employees can accumulate. However, a concern the office employees have is that it is difficult to arrange for time off due to the work needs for their service. At times we even receive complaints from citizens if an employee takes one day off and they have to wait until the next day when the employee returns to work.

This year Christmas Eve and Christmas Day fall in the middle of the workweek. The office employees would normally be working Monday (Dec. 23), be off work for the holidays on Tuesday (Dec.24) and Wednesday (Dec. 25), and then be back in the office for Thursday (Dec. 26) and Friday (Dec. 27).

The Treasurer is required to be in the office one day between Christmas and New Year's Day from 8 AM to 5 PM to allow for payment of taxes. It is my understanding that this year the Treasurer intends to have this day be Monday, December 30th.

We receive a lot of requests from employees for time off during the weeks of Christmas and New Year's. It is difficult when we have to deny a time-off request so that the office isn't short staffed. Therefore, I am recommending that the Board authorize the closure of the township office for the week of Christmas, December 23-27th. This would allow the employees to use 3 of their accumulated PTO days for the time off. Employees who do not have the PTO days available could take these days as unpaid time off and would be given the option of working extra hours before or after this week if they would like to make up for their days off.

Unfortunately, this would not apply to the Wastewater Treatment Plant due to the requirements of running the plant. The schedule for the Police Department and its clerical employees would be up to Chief Wagner. The Community Center is typically closed during the two weeks at Christmas and New Year's.

This is not intended or recommended as an on-going request for future years. Next year is Leap Year resulting in Christmas Eve and Christmas Day being on Thursday and Friday. New Year's Eve and New Year's Day would be on a Thursday and Friday next year also. Both weeks in 2020 will have three consecutive days of work on Monday-Wednesday.

If the Board approves this request, we will notify the public through various means of communication including the Township's E-Newsletter, Facebook Page and website. We would also post the dates that we are closed in the office lobby. The public will know well in advance of the closure. Then they can plan to come to the office both before and after that week.

Draft Motion: I _____ move, seconded by _____ to close the Township Office from Monday, December 23, 2019 through Friday, December 27, 2019.