



State of South Carolina)
 County of Horry)
 Town of Surfside Beach)

Resolution #19-196

**To Clarify Section 402 Vacation Time of the
 April 29, 2016 Edition of the
 Town of Surfside Beach Personnel Handbook**

WHEREAS, the Town Council approved the April 29, 2016 Edition of the Town of Surfside Beach Personnel Handbook; and

WHEREAS, Section 402 Vacation Time has been consistently interpreted to mean vacation hours are based on completed years of service; and

WHEREAS, Surfside Beach Town Council finds it appropriate to clarify in writing the terms for vacation award time earning for the town's employees.

NOW, THEREFORE, the Surfside Beach Town Council hereby stipulates that the April 29, 2016 Edition of the Town of Surfside Beach Personnel Handbook, Section 402 Vacation Time, henceforth shall be amended to read as follows:

402 Vacation Time. All eligible employees accrue paid vacation that may be used for vacation or personal time off, subject to their department head or his/her designee's approval. Regular part-time employees accrue vacation time on a pro rata basis. Every employee shall take at least one week of vacation time each year and all employees are encouraged to use their vacation time each year. Up to 360 hours may be accrued. Employees who have reached the maximum will not accumulate further leave time hours until their vacation balance falls below the 360 hour maximum.

Years of Service Completed

Hours Earned Per Year

0 - 1	40 hours (Subject to probationary period completion.)
2 - 3	80 hours
4 - 8	120 hours
9 +	160 hours

FURTHER, a copy of this resolution shall be distributed to each employee and future printings of the Personnel Handbook shall be updated to clarify Section 402.

BE IT SO RESOLVED, this 26th day of March 2019.

 Robert F. Childs, III, Mayor

 David L. Pellegrino, Mayor Pro Tempore

 Bruce Dietrich, Town Council

 Mark L. Johnson, Town Council

 Ron Ott, Town Council

 Debbie Scoles, Town Council

 Randle M. Stevens, Town Council

Attest:

 Debra E. Herrmann, CMC, Town Clerk