

**WHITELAND TOWN COUNCIL**  
**RESOLUTION NO. 2023-18**

**A RESOLUTION ADOPTING A REVISED EMPLOYEE HANDBOOK**

WHEREAS, the Town Council of the Town of Whiteland (“Council”) desires to revise the Town of Whiteland Employee Handbook to revise the Floating Holiday provisions applicable to certain Police Department employees and to provide other updates to the Employee Handbook, as reflected in the revised Town of Whiteland Employee Handbook with a revised date of January 1, 2024, which is attached hereto and incorporated herein as Exhibit A (the “Revised Employee Handbook”).

NOW, THEREFORE, BE IT RESOLVED BY THE WHITELAND TOWN COUNCIL THAT:

Section 1. The Town Council of the Town of Whiteland, Indiana, hereby adopts the attached Revised Employee Handbook, and all prior versions are hereby superseded and of no force or effect.

Section 2. This Resolution shall be effective immediately upon its passage.


ADOPTED by the Town Council of the Town of Whiteland, Indiana, on the 12 day of December, 2023.

**TOWN OF WHITELAND, INDIANA, TOWN COUNCIL**

  
\_\_\_\_\_  
Joseph Sayler, President

Voting In Favor

  
\_\_\_\_\_  
Joseph Sayler, President

  
\_\_\_\_\_  
Richard Hill, Vice President

  
\_\_\_\_\_  
Brad Goedeker

  
\_\_\_\_\_  
Laura Fleury

Voting Opposed

\_\_\_\_\_  
Joseph Sayler, President

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Richard Hill, Vice President

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Brad Goedeker

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Laura Fleury

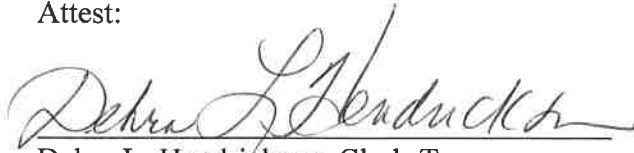


David Hawkins

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David Hawkins

Attest:



Debra L. Hendrickson, Clerk-Treasurer

**Exhibit A**

[See the Town of Whiteland Employee Handbook with revised date of January 1, 2024, attached on the following pages.]

Full-time salaried and hourly employees are eligible to take the above referenced Paid Holidays as days off with pay. Eligibility for holiday pay is immediate upon employment.

If any salaried employee, full time hourly employee or probationary employee is absent from work on his or her regular day before a paid holiday, or regular scheduled day after a Paid Holiday, without the approval of the employee's immediate supervisor, said employee shall not receive holiday pay for that holiday.

If a salaried employee, full-time regular hourly employee, or probationary employee that works a regular full 5/2 schedule (5 days working, 2 days off) is required to work either on an actual or paid holiday, the employee will receive holiday pay in addition to double-time pay for the actual time worked. No other compensation, such as Comp Time, will be provided.

Law-enforcement employees are not eligible for holiday pay.

### **HOLIDAYS FOR LAW ENFORCEMENT OFFICERS**

Law Enforcement Officers, will be eligible for floating holidays time due to not being eligible to receive Holiday Pay for working on an actual or observed holiday as approved by the Town Council. Law Enforcement Officers will earn eight-days or ninety-six hours of floating holiday time annually. The floating holiday time will be issued in a bulk deposit on January 1<sup>st</sup> of each calendar year to the PTO line types listed as floating holiday on the paystub summary.

Floating holiday time must be taken in minimum increments of twelve-hours or one-day increments and is limited to a maximum of twenty-four hours or two-days per month. Unused floating holiday time will be forfeited at the end of the calendar year and will not convert to sick leave benefits like vacation and personal day benefits. Floating holiday time does not accumulate from year to year.

Law Enforcement Officers hired after January 1<sup>st</sup> of the current year, will receive a prorated amount of floating holiday time issued in a bulk deposit at their time of hire. The time will be available at the start of employment with no probationary time frame limitation for use, but will still follow the policy guidelines as set forth for scheduling purposes. The chart below shows the number of prorated floating holiday time to be issued based on which quarter the employee's date of hire occurs.

<b>Date of Hire</b>	<b>Number of Prorated Days/Hours</b>
Quarter 1 – January/February/March	Six-Days or 72-Hours
Quarter 2 – April/May/June	Four-Days or 48 Hours
Quarter 3 – July/August/September	Two-Days or 24-Hours
Quarter 4 – October/November/December	Zero Days or Zero Hours

In the event of a Law Enforcement Officer being on suspension, voluntary or involuntary unpaid leave of absence, or extended medical leave, then all or a portion of floating holiday-time may be removed from availability to use during said time frame. The Town Marshal will be responsible for notifying the Clerk-Treasurer for the removal of any floating holiday time with a Personnel Action Form.

The full and remaining balance of floating holiday time for each Law Enforcement Officer will be removed at the time of the employee's employment termination date with the Town of Whiteland. Any unused floating holidays time will be fully lost at the time of employment termination and will not be paid out. The Town Marshal will be responsible for notifying the Clerk-Treasurer of the employee's termination date with a Personnel Action Form and will note the loss of the floating holiday time.

The holiday schedule may be determined and amended on an annual basis by the Town Council.