

DATE May 11th, 2026

A RESOLUTION TO ESTABLISH A UNIFORM VACATION POLICY FOR VILLAGE EMPLOYEES

WHEREAS, the Village of Pinckney seeks to maintain clear, consistent, and equitable employment policies; and

WHEREAS, the current vacation policies are inconsistent and create confusion in administration and application; and

WHEREAS, the Village Council desires to establish a single, uniform vacation policy applicable to all eligible employees;

NOW, THEREFORE, BE IT RESOLVED, that the Village of Pinckney adopts the following Vacation Policy:

1. Eligibility

Vacation benefits shall be available to all eligible Village employees, as determined by the Village.

Employees covered under a collective bargaining agreement (CBA), including Police Union employees, shall be governed by the terms of their respective union contract. In the event of any conflict between this policy and a collective bargaining agreement, the collective bargaining agreement shall control.

2. Accrual of Vacation Time

- Vacation time shall begin accruing on the employee’s date of hire.
- The vacation benefit year shall run from July 1 through June 30 of each year, regardless of the employee’s hire date.
- **Employees hired during the benefit year shall receive vacation time on a prorated basis for their first year of employment.**
- Accrual rates and total available vacation time may be established and adjusted by the Village Council or through administrative policy.

3. Use of Vacation Time

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- Vacation time is intended for planned time away from work and must be scheduled and approved in advance in accordance with Village administrative procedures.
 - Approval of vacation requests shall be subject to operational needs.
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4. Non-Rollover Policy

- Vacation time shall not roll over from one benefit year to the next.
 - Any unused vacation time at the end of the benefit year on June 30 shall be forfeited except as provided below.
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5. Partial Payout of Unused Vacation

- At the end of each benefit year on June 30, the Village shall pay out fifty percent (50%) of any unused accrued vacation time.
 - The remaining unused vacation time shall be forfeited.
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6. Separation from Employment

- Upon separation from employment, payout of unused vacation time shall be governed by Village policy and applicable law, unless otherwise specified in a collective bargaining agreement.
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BE IT FURTHER RESOLVED, that the Village Clerk and/or designated administrative staff are authorized to implement and administer this policy and update internal systems accordingly.

DATE May 11th, 2026

EFFECTIVE DATE:

This Resolution shall become effective upon its adoption by the Pinckney Village Council and publication in accordance with applicable law.

X

Jeffrey A Buerman
President Village of Pinckney

X

Andrea McCall
Clerk Village of Pinckney

Village Council Member _____ offered the foregoing Resolution and moved its adoption. The motion was seconded by Village Council Member _____, and upon being put to a vote, the vote was as follows:

- Jeffrey A Buerman, President
- Justin Bierman – President Pro-temp
- Stacy Conquest, Trustee
- Rob Coppersmith, Trustee
- Trisha Wagner, Trustee
- Nick Kane, Trustee
- Jo Self, Trustee

The President thereupon declared this Resolution approved and adopted by the Village of Council of the Village of Pinckney this 11th day of May 2026.

I hereby certify that the foregoing constitutes a true and complete copy Resolution No. _____ adopted by the Village Council of the Village of Pinckney, County of Livingston, Michigan at a regular meeting held on Monday May 11th, 2026.

X

Andrea McCall
Village Clerk