**Minutes
Village Board of Trustees**

**March 7, 2024**

A Meeting of the Village of Horseheads Board of Trustees was held on the above date at 6:00 p.m. virtually via the Zoom platform and in-person at Horseheads Village Hall, 202 S. Main Street, Horseheads, NY.

Present were:

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| **Village Board and Staff** |
| Mayor Kevin AdamsDeputy Mayor Bill Goodwin Trustee Mike SkroskznikTrustee Mark CroninVillage Manager Nate Nagle | Clerk-Treasurer Donna DawsonPolice Chief Mike SuheyCode Enforcement Jamie BurgessCode Enforcement Bob YoungJudge Andy SmithManager’s Assistant Hannah Riley |
| **Others Present** |
| Steve CroninRachel BaerTom RuppMark TerpolilliRon FinefrockGary MoreusRyan WheelerMelanie Smith | Mike StenpeckMary Jo WallnerShelby MickinkleDale ColeMatt BatrownyAdam SadlerJoe BrennanMatthew Buzzetti, Esq.News Media |

\*\*\*Trustee Gross was absent\*\*\*

Mayor Adams welcomed everyone. He advised that this meeting will be recorded Livestream via Zoom. Also recorded for posting to our site.

**AUDIENCE PARTICIPATION**

Mayor Adams opened the floor for audience participation. Reminds everyone that it is for public comments only, not dialog with the Board.

Shelby Mickinkle, Executive Director at Horseheads Family Resource Center, 1034 W. Board St., came forward. Runs the Summer Lunch program at Sullivan Park, wants support from the Village to expand the program by offering other things. The free lunch program is offered all summer, Monday-Friday, 12pm-2pm, for ages 0-18. Last year they had over 2300 lunches. The lunches are free and there is no sign up. They also have other free summer programs like family reading, pool days, book giveaways, food banks, resources, etc. Want to expand to work with other organizations to bring in things like access to the pool to offer swim information/water safety, life jacket programing, etc. Wants to know if there is support for this within the community and ultimately wants to get the word out.

Mary Jo Wallner, Director of Programs at Horseheads Family Resource Center, 1034 W. Board St., also came forward. She states it’s important to offer something that could benefit everyone in the community. It’s free, there is no membership fee. When they offered lunch to the community, they also offered it to lifeguards, baseball teams practicing, kids from Amy’s Sunshine center, etc. This program can impact so many people. Parent feedback was overwhelming “it was helpful,” and “we appreciate it.” Kiddos who don’t go on vacation would come to see them and stay for the whole day. Gave away 500 books, 472 free produces, and 132 backpack food programs. They had people tell them it was needed for them, provided daycare for siblings, got free lunch, had kids walk/bike over, made friends with others. Had 100+ kids there from 12-2pm, being productive, reading, etc. The Horseheads Family Resource Center must get a license to provide lunch. They also get sponsorships from local businesses, last year they got $3,000. They want to top giving lunch this year and make it a regular thing.

Mayor Adams – how many lunches did you pack?

Shelby - 2,314 lunches. We also want to provide calendars and bus passes so its easily accessible for everyone in the community.

Mary – while we are in Horseheads, we serve other areas as well. It is our hope that this program brings people to Horseheads and sees how wonderful the community is.

Mayor Adams – we will be expanding in May to go to two meetings a month, so that people can present more. I would like you to come back again closer to summer to present this information again.

Deputy Mayor Goodwin – thanks for what you’re doing, you are changing a lot of lives.

Shelby – we are completely funded through grants, local business, donations, etc. We are not state or federally funded.

Manager Nagle – I worked with Shelby last year on a program called Wet Wednesday. After the free lunch, the kids would swim for the rest of the day.

Mayor Adams – I look forward to your presentation closer to summer.

Joe Brennan, County Legislator – District 4, came forward. Thanks everyone for their service to the Village. He voices the concerns that he and many residents have about legalized marijuana shops in Horseheads. He states that two locations are within his legislative district. Residents don’t feel comfortable speaking out against this in person, which is why he is here to speak on their behalf. He wants to be a member of this community for life and doesn’t want his community to go the way others have with the impacts of marijuana. He says that the State’s motivation is money related and not about the health and wellness of the people. His son is here with him, he is 12 years old, he wants him to grow up in an area where we don’t have the marijuana culture. He wants us to have an area where we maintain health. He says the last presentation we had was really good because it focused on bettering people’s health and the community, it wasn’t money focused. Residents don’t want a marijuana store, but if there is a store, they want it to be out of the way. However, one of the shops would be right off the highway. Doesn’t want this to be a part of the community. He also talks about the illegal sticker shops.

Mayor Adams– we learned from NYCOM that Governor Hochul is putting legislation on the backs of municipalities to deal with the illegal sticker shops. We will prosecute illegal sticker shops to the fullest extent.

No one else stepped forward for audience participation.

Mayor Adams welcomed audience participation over zoom.

No one had any comments over zoom.

**MINUTES**

Resolutions by Deputy Mayor Goodwin, seconded by Trustee Skroskznik

BE IT RESOLVED, that the minutes of the Planning Board Meeting of February 26, 2024 is hereby received, and placed on file in the Village Clerk’s Office.

Roll Call Vote:

Mayor Adams: Aye

Deputy Mayor Goodwin: Aye

Trustee Skroskznik: Aye

Trustee Cronin: Aye

**3312 S. MAIN ST. – SPECIAL USE PERMIT, CANNABIS CULTIVATION – (tabled from 2/12/24)**

Manager Nagle – we’re going to pick up where we last left off, step nine on the SEQR

The board finished review of part two of the SEQR.

For number 9, adverse changes to natural resources, the Board answered no.

For number 10, increase in potential erosion, flooding or drainage problems, the Board answered no.

For number 11, will the proposed action create a hazard to human health, three Board members answered no and Trustee Skroskznik answered yes.

Discussion ensued.

Manager Nagle– that completes part two of the SEQR. There were no designated impacts, so this SEQR package is complete.

Mayor Adams– I want to bring to the public record a thanks to the three trustees in front of me who put forth effort in doing their due diligence in looking and understanding this whole process. Despite our position, we share a responsibility of knowing all the facts before we vote. Thanks to Manager Nagle for fulfilling the ask from the last meeting to make sure we got our questions answered. Your state legislators have legalized marijuana and made sure the rules were changed so that the process of legalizing marijuana looks to be made a local choice, but the state government did not give a lot of power to municipalities. We are entertaining a special use permit, solely because a board older than us wanted exclusive control of greenhouses. They never thought this would be a referendum to indoor cannabis farms. Please understand the context when we are voting tonight that it is solely as a greenhouse, based on what has been presented by the planning board. Also, I want to thank Attorney Groff for the tireless work of making the information understandable.

Manager Nagle – the special use permit being enacted is in the C3 zone. Many years ago, greenhouses were considered to be appropriate in C3 zones. Cultivation is classified as greenhouse operation.

Mayor Adams – I am not blind or death to the issues brought up (security, odor, potential fire risk, and mold). I’m just speaking for myself, but the security standards put forth exceed expectations – they have a 24/7 third party monitoring system. For the odor concerns, we will have special conditions to attach like all odor to be mitigated to the property. Regarding fire risk, we have been assured they are only using LED technology. And the operation guards against mold growth.

Discussion among the trustees ensued.

Trustee Skroskznik – being educated on this was enlightening for us. In my eyes the fire risk was pretty serious, but it was answered very well. Thanks to the applicant for their high level of professionalism and giving answers to their business plan. I understand the need to medical marijuana use, I understand that as I know someone close to me that uses that. We will vote on this intellectually.

Deputy Mayor Goodwin – we didn’t just rubber stamp this though. The planning board looked at this two times. All the trustees read through all the material. We did our due diligence in this situation; I stand by that. This board doesn’t rubber stamp things through, and we never will.

Trustee Cronin – I agree with all these statements. We are here tonight for the special use permit, not how we personally feel about marijuana.

Manager Nagle – Attorney Buzzetti presented the board with a letter late this afternoon - if the board could please look over it now.

Manager Nagle – Do you want this to be read out loud for public record or just a part of the file?

Attorney Buzzetti – just a part of the file.

The Board read the letter to themselves.

**SEQR RESOLUTION:**

Resolution by Trustee Cronin, seconded by Deputy Mayor Goodwin

WHEREAS, Lantz Holdings LLC (“applicant”) is the owner of lands known as 3312 S. Main Street, Horseheads, NY (Tax Map Parcel #59.18-2-33) which are located in an C3 Highway Commercial zone, and

WHEREAS, the applicant has designated Upstate Craft Cannabis, LLC as its agent and has consented to an application for a Special Use Permit to allow Upstate Craft Cannabis, LLC to establish, operate and maintain a greenhouse and plant nursery (indoor cannabis cultivation for sales only to NYS licensed retail facilities) of 1000 sq. ft. +/- of an approximate 7800 sq. ft. existing structure, and

WHEREAS, such application requires approval by the Village of Horseheads Board of Trustees, and

WHEREAS, it has been preliminarily determined that the application is subject to the provisions of the NY State Environmental Quality Review Act which requires that a “lead agency” be established to review the Action pursuant to the Act and rules and regulations promulgated thereunder, and

WHEREAS, the applicant has submitted a Short Environmental Assessment Form (SEAF) as part of its Application, and

WHEREAS, the Board of Trustees has reviewed and considered Parts 1 and 2 of the SEAF.

NOW THEREFORE BE IT RESOLVED THAT, pursuant to and in accordance with the provisions of NY State Environmental Quality Review Act (SEQR) and regulations 6 NYCRR Part 617, Section 617.6, Initial Review of Actions and Establishing Lead Agency, the Village of Horseheads Board of Trustees hereby makes the following determinations and classifications with respect to the proposed Special Use Permit (“Action”):

1. The Action is subject to SEQR

2. The Action does not involve a federal or state agency as this level of land use

Regulation, but does require approval by the Office of Cannabis Management for issuance of a license for cannabis cultivation.

3. The Action is preliminarily classified as an Unlisted Action.

4. The Board of Trustees is and will be the Lead Agency with respect to adoption of, and approval of, the Action.

5. The Village Board finds and determines a) it has considered the Action, reviewed the Short Environmental Assessment Form, reviewed the criteria set forth in 6 NYCRR 617.7(c), thoroughly analyzed the relevant areas of potential environmental concern, and has considered all of the potential environmental impacts and their magnitude in connection with the proposed Action; b) the Action will not result in any moderate to large environmental impacts and therefore is one which will not have a significant impact on the environment, and c) the reasons supporting this determination are set forth on Part 3, Determination of Significance, of the Short Environmental Assessment Form with respect to this Action.

6. The Village Board, as Lead Agency, hereby adopts a Negative Declaration pursuant to 6 NYCRR 617.7 with respect to the Action, and authorizes the Village Manager to sign a Determination of Significance finding that the Action will not result in any significant adverse environmental impacts.

Roll Call Vote:

Mayor Adams: Aye

Deputy Mayor Goodwin: Aye

Trustee Skroskznik: NO

Trustee Cronin: Aye

 **APPROVAL RESOLUTION:**

Resolution by Trustee Cronin, seconded by Deputy Mayor Goodwin

WHEREAS, Lantz Holdings, LLC (“applicant”) is the owner of lands known as 3312 S Main Street, Horseheads, NY (Tax Map Parcel #59.18-2-33) which are located in a C3 Highway Commercial zone, and

WHEREAS, the applicant has designated Upstate Craft Cannabis, LLC as its agent and has consented to an application for a Special Use Permit to allow Upstate Craft Cannabis, LLC to establish, operate and maintain a greenhouse and plant nursery (indoor cannabis cultivation for sales only to NYS licensed retail facilities) of 1000 sq. ft. +/- of an approximate 7800 sq. ft. existing structure, and

WHEREAS, it has been determined that the Application is subject to consideration of the Village Board under Village Code Chapter 245, Zoning, and

WHEREAS, all necessary reports, recommendations and comments regarding the Application have been filed with this Board, and

WHEREAS, pursuant to GML Section 239m the application was referred to the Chemung County Planning Board for review and recommendation and its determination was “no significant county-wide impact, local determination”, and was further referred to the Town of Horseheads Planning Board for its review and comment, and its determination was “no impact upon the Town of Horseheads and is returned for local determination”, and

WHEREAS, the Village Clerk-Treasurer has caused publication of a Notice of Public Hearing scheduled for January 8, 2024 pursuant to a resolution of this Board, and

WHEREAS, notice of the public hearing was sent to the effected property owners within 500 feet of the subject property, and

WHEREAS, the Village of Horseheads Planning Board has carefully considered the Application and relevant reports, recommendations, and comments, and has recommended granting the Application, and

WHEREAS, the Application is subject to SEQR, was classified as an Unlisted Action and a Determination of Significance was issued by the Village of Horseheads Board of Trustees finding no significant environmental impacts, and

WHEREAS, this Board has carefully considered the Application, reports, findings and recommendations of all other boards and agencies which have considered the Application, the testimony and other relevant evidence presented at the public hearing and afforded all interested parties the opportunity to be heard, and finds that granting the application is in the public good and best interests of the Village and its residents.

NOW THEREFORE BE IT RESOLVED, that the Village of Horseheads Board of Trustees does hereby make the following findings and does ***approve*** of the application for the Special Use Permit to establish, operate and maintain an indoor 1000 sq. ft. greenhouse and plant nursery (indoor cannabis cultivation for sales only to NYS licensed retail facilities) at 3312 S Main Street, Horseheads, NY as requested, with the following considerations and conditions:

Considerations:

- Depiction of Existing water courses is waived as not applicable, site not impacted by surface water.

- Buffer areas and landscaping are waived. The site is already improved and has existing vegetation which is adequate.

- General description of provision of other community facilities is not applicable due to the site already being improved.

- Compatibility with comprehensive plan is established by the Village Planning Board.

- Certified economic analysis of project is accepted.

- The project does not exceed $100,000.00 in construction costs.

- Applicant has confirmed in writing that the site is served with municipal sewer and

water, and there will be no changes to same. Its method of sewage disposal is Chemung County Sewer District, its solid waste disposal via private hauler, and source of water is Village of Horseheads Water Department.

- Conditions, the violation of which shall render this approval null and void:

Upstate Craft Cannabis, LLC’s receipt within one year of this approval and maintenance of a Conditional or Non-Conditional Adult Use Cultivation License by the Office of Cannabis Management (OCM).

Operation, Cultivation, and Processing of cannabis shall be conducted as defined by and fully compliant with OCM rules and regulations.

Establishment of a cannabis microbusiness, including an operation in addition to cultivation, is prohibited.

Retail sales of cannabis on site is prohibited.

The indoor greenhouse and plant nursery shall not exceed 1,000 square feet.

Cannabis odor mitigation and control measures of a non-masking nature shall be installed and operated 24/7/365 in such a way as to contain any odor associated with cultivating, processing, and use of cannabis to the boundaries of 3312 S. Main Street, Horseheads, NY.

Roll Call Vote:

Mayor Adams: Aye

Deputy Mayor Goodwin: Aye

Trustee Skroskznik: NO

Trustee Cronin: Aye

Mayor Adams – before moving on to item five, I would like to read into record the following as the Mayor of the Village of Horseheads: “Now that this matter is closed, as the Mayor I want to thank the Board of Trustees for their extraordinary effort in deciding on this cannabis farm. This group assembles twice a month with only one goal: what is best for the residents and families in the Village of Horseheads? To achieve this goal the Board takes on a sizeable task of seeking and validating information. This task was hindered by Attorney Buzzetti’s dismissive and condescending demeanor during the meetings. Attorney Buzzetti misrepresented the facts of February 12th when he said, “trying to kick the can down the road for whatever reason.” Our reason was apparent, we paused the process to gather the necessary information to make an informed decision. This should not have been a mystery to Attorney Buzzetti as all decisions were made in public sessions that he attended. In the upcoming weeks, more decisions will involve cannabis and our Village, and I can assure the residents that for each decision, this Board will take it’s time and will not bend to off the cuff comments as we unfortunately experienced in this situation. With that being said, we will move onto item five, 950 Chemung St.”

**950 Chemung St., Special Use Permit – Cannabis Dispensary**

Resolution by Trustee Skroskznik, seconded by Deputy Mayor Goodwin

BE IT RESOLVED, that this Board hereby receives an application from Kevin McFall for a Special Use Permit to operate an Adult Use Cannabis Dispensary at 950 Chemung Street, Horseheads, and be it further

RESOLVED, that a public hearing regarding said application is hereby scheduled for Thursday, March 21st, 2024 at 6:05 p.m.

Roll Call Vote:

Mayor Adams: Aye

Deputy Mayor Goodwin: Aye

Trustee Skroskznik: Aye

Trustee Cronin: Aye

**MODIFYING PAID TIME OFF – (tabled from 2/29/24)**

Manager Nagle handed out the PTO recommendations to the Board, entitle “2024 – PTO Proposed Amendments,” attached.

Manager Nagle – this last week we have broken down the comparison of the respective unions and pre/post 2015 employees. I would like to eliminate the accrual piece and frontload the MPL. There is no difference between vacation, sick, or personal leave. Do we really care about how the employee is using their PTO?

Manager Nagle went over his recommendations on the sheet he handed out.

Trustee Cronin – to clarify, is bereavement included in this?

Manager Nagle – no it’s a separate package.

The Board agreed with the recommendations proposed by Manager Nagle.

Resolution by Trustee Cronin, seconded by Trustee Skroskznik

WHEREAS, the Village of Horseheads has an Employee Handbook which compiles various polices, rules and regulations of the Village effecting its employees, and

WHEREAS, said Handbook provides for Multi-Purpose Leave, Section 803, for non-unionized employees hired on or after July 1, 2015 to be credited to or earned by such employees after certain periods of continuous employment, and

WHEREAS, Village Manager Nagle has recommended to this Board that the date that such leave is credited to an employee be changed so as to be credited (accrue) based upon date of hire per the attached schedule, rather than being earned after a designated period of continuous service, without changing the rate that such leave is earned, and

WHEREAS, Village Manager Nagle provided this Board with a draft of the proposed revised Section 803 for this Board’s consideration reflecting his proposed changes, and

WHEREAS, this Board feels that there is merit in revising Section 803 accordingly.

NOW THEREFORE BE IT RESOLVED, that this Board does hereby adopt the proposed Section 803 Multi-Purpose Leave changes to be effective retroactive to January 1, 2024, which is attached hereto and made apart of these minutes.

Roll Call Vote:

Mayor Adams: Aye

Deputy Mayor Goodwin: Aye

Trustee Skroskznik: Aye

Trustee Cronin: Aye

**BUDGET REVIEW – Initial Review**

Manager Nagle begins the initial review of the budget.

Mayor Adams – what’s the agenda for next week for the 4pm meeting, is it just the budget?

Manager Nagle – no, the public hearing will also be that day.

Trustee Skroskznik – no meeting on April 4th?

Manager Nagle – that’s been reversed, I will not be present, but there will be no meeting on April 11th.

Discussion ensued on meeting dates and tentative timelines for the budget.

**Manager’s Report**

Manager Nagle – regarding the budget, if there is something you want to include, please let me know. One thing that has come across my desk is grant writing. Another is an unbagged leaf pick up program. I have asked staff to look into the possibilities and how we would manage that. The other thing was to look at a more elaborate brush pick up program so that it’s not just confined to those few weeks in April, more of a year-round program. There’s been consideration of turning BOT meetings paperless. We would essentially give every trustee a laptop to look at the documents. Is there any information you would like to see on this year’s budget that you have not seen so far?

Mayor Adams – just an observation from last year, I don’t want to waste time on the reading of every single transaction of the budget. My expectation of trustees is to read the material before budget meetings. I would like to see a table that breaks out fringe rates of police, non-police, etc., and for which fringe rates attributed to each department.

Manager Nagle – I’ll get with you to see what fringe calculations you want.

**Mayor and Trustee Comments**

Mayor Adams – I want to remove the Mayor’s report for now, until budget season is over.

Deputy Mayor Goodwin – I know this has been a tough meeting, making the decision with the cannabis, but we did our homework, we didn’t rubberstamp it. On another note, what is happening with Blostein Boulevard for the lead pick up?

Manager Nagle – I have not heard back from the county, John Groff has left multiple messages with the county Attorney. The county is planning on opening Blostein the third week of April.

Discussion ensued.

Deputy Mayor Goodwin – also, I was coming down Broad Street by Westinghouse and it was blocked off – it had something to do with a telephone pole. I called the Village, and the staff picked up the phone after one ring. We have great employees who act quickly and follow up questions in a timely manner.

Manager Nagle – the work on Westinghouse and Broad Street is the 5G Verizon cans being installed. It was supposed to happen in 2022, but they finally got the parts in to do it. Jaime, is that the fourth or fifth cannister?

Code Enf. Officer Jaime Burgess – that’s the fourth canister that has been put up.

Trustee Skroskznik – my opposition to the vote was because I did my due diligence. I believe we need to understand the concept, but at the end of the day I need to stand strong with my convictions along with my residents. It’s no secret I will be departing New York at the end of summer, but I have been here over 19 years. What was once a family community is now a breeding ground for money for marijuana sales. This community will never have the quality-of-life standards as it did 19 years ago. I’ve been in law enforcement for 25 years and there is nothing good that can come out of it in my opinion. I don’t want it in my backyard, and I don’t want my kids around it.

Trustee Cronin – double digit hours went into this decision. Also, on a separate note, NYSEG is trimming trees around the village if they didn’t already notify you, they knocked on my door to inform me. Lastly, the Mayor has a birthday before the next meeting, so I just wanted to say happy birthday.

Mayor Adams – thank you. To Trustee’s Skroskznik comments, one of my coworkers was a retired state trooper, he said that opposite opinions build this nation and that while rival opinions can be voiced, we can all work together at the end of they day. I’m proud this cannabis decision was done in public sessions so that everyone can see that. Additionally, the saying “do more with less” has had significant ramifications on this Village. With that being said, that can’t stand anymore. We need to start looking at where we want to be and that will take money and sacrifice. We have had some great media coverage of David Reynolds with the basketball team. Nate, if you could please elaborate on the volunteers with basketball team.

Manager Nagle – we had 22 volunteers, so that’s 22 teams. We had 190 athletes, that’s everyone ranging from kindergarten to 9th grade. David Pierce did a really nice job on that.

Mayor Adams – that’s fantastic. Make sure to grab a copy of the Mountain Home magazine, there’s a spotlight on Hanover Square. The individual who wrote the piece is coming back because of the great impression it made. The article truly encapsulates the spirit of Horseheads. A special thanks to WENY for the coverage of the painting of the shamrock on Sunday. On the parade front, thanks to the Fire Department and all the volunteers. This goes back to the themed spirit of our town. I want to also remind everyone about the St. Patrick’s Day parade this Saturday at 2pm. Lastly, Neighborhood Watch will be on March 26th at 7pm.

As there was nothing further to discuss, the meeting was adjourned at 7:25 pm.

/hmr

***803 Multi-Purpose Leave (amended March 2024)***

**Eligibility** – A full-time employee hired ON OR AFTER July 1, 2015 is eligible for paid multi-purpose leave in accordance with this policy. Multi-purpose leave may be used by the employee for any purpose including but not limited to vacation, sickness, or personal reasons. The employee is not required to specify the use of leave. A part-time, temporary, or seasonal employee is not eligible for paid multi-purpose leave but may be allowed to take time off without pay provided the employee has prior approval from the Department Head.

**Allowance** – A full-time employee will be credited (accrued) with paid Multi-Purpose Leave (MP leave) in accordance with the schedule below. An employee may take multi-purpose leave only after it has been credited. Leave shall be credited as earned from the date of hire per the schedule below.

|  |  |
| --- | --- |
| **HIRE DATE** | **PAID MP LEAVE** |
| Between Jan 1st and Jan 23rd | 14 days |
| Between Jan 24th and Feb 16th | 13 days |
| Between Feb 17th and Mar 11th | 12 days |
| Between Mar 12th and Apr 4th | 11 days |
| Between Apr 5th and Apr 27th | 10 days |
| Between Apr 28th and May 21st | 9 days |
| Between May 22nd and June 14th | 8 days |
| Between June 15th and July 7th | 7 days |
| Between July 8th and July 31st | 6 days |
| Between Aug 1st and Aug 23rd | 5 days |
| Between Aug 24th and Sept 16th | 4 days |
| Between Sept 17th and Oct 9th | 3 days |
| Between Oct 10th and Nov 1st | 2 days |
| Between Nov 2nd and Nov 24th | 1 days |
| Between Nov 25th and Dec 31st | 0 days |

Thereafter as follows:

|  |  |
| --- | --- |
| **Years of Service** | **Paid MP Leave** |
| 1 year through 5 years | 18 days leave |
| 6 years through 20 years | 22 days leave |
| 21 years plus | 26 days leave |

**Continuous Service** – Continuous Service shall mean uninterrupted service. An authorized leave of absence without pay shall not constitute an interruption of continuous service. However, the duration of the absence from work without pay will be excluded from the computation of length of continuous service.

**Scheduling** – Multi-purpose leave shall not be available for an employee’s use until on and after the 6 month anniversary date of the employee’s employment, thereafter leave shall be credited at the end of the applicable pay period as provided above. An employee must receive prior approval from the employee’s Department Head to take vacation MP leave. Requests for a MP leave of five days or more must be submitted at least two weeks in advance. MP leave credits may not be used in increments of less than one hour. The Department Head will have total discretion in the approval of MP leave.

**Carry-Over** – An employee may carry-over a maximum of ten (10) days of MP leave into the following calendar year.

**Holiday During Scheduled MP Leave** – In the event a designated holiday occurs on an employee’s normal workday, and the employee is on MP leave, the employee will receive holiday pay for the day and the employee’s MP leave credits will not be charged for that day.

**Separation of Employment** – An employee who resigns, retires (or is laid off) will receive cash payment for unused MP leave to which the employee is properly entitled at the employee’s then current rate of pay. To be eligible to receive this payment, an employee who is to resign or retire must give written notice at least two weeks in advance of the last day of employment. In the event an employee leaves employment due to disciplinary action or resigns following disciplinary charges, the employee will not receive a settlement for unused MP leave. In cases of death of an employee, the Village will pay an employee’s designated beneficiary or estate for any unused MP leave.

**Union Employees** – An employee who is a member of a collective bargaining unit is not covered by the Multi-Purpose Leave provisions set forth immediately above and should refer to the applicable collective bargaining agreement.