**BOARD OF DIRECTORS**
**MARYLAND ENVIRONMENTAL SERVICE**
**RESOLUTION**
**(96-04-3R)**

**A RESOLUTION** authorizing

The Maryland Environmental Service (the "Service") to grant paid administrative leave to certain employees of the Service.

**R E C I T A L S**

**WHEREAS,** the Service was created by, exists under, and exercises the powers contained in Sections 3-101 to 3-130, inclusive, of the Natural Resources Article of the Annotated Code of Maryland (the "Act") including (among others) the power to appoint employees and determine their benefits.

**WHEREAS,** the Board of Directors of the Service (the "Board") has adopted personnel regulations to govern the employees of the Service. These regulations provide for employee benefits; and

**WHEREAS,** the Service has experienced a decrease in the amount of paid leave taken by employees during Fiscal Year 1996; and

**WHEREAS,** the Service has also experienced a decrease in costs associated with employees' on-the-job accidents; and

**WHEREAS,** these reductions directly benefit the Service by reducing the fringe benefit costs of the Service and by increasing the productivity of the Service's employees; and

**WHEREAS,** as a result of these savings to the Service, in appreciation of the efforts of the Service's employees, the Board will grant to certain eligible employees one day of administrative leave for use during the first six months of Fiscal Year 1997.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MARYLAND ENVIRONMENTAL SERVICE, THAT:**

1. **(a)** In this resolution the term "eligible employee" means an officer or employee of the Service.

   **(b)** "eligible employee" does not include:

   **(i)** The members of the Board of Directors who are not officers of the Service;

   **(ii)** Assistant Attorneys General assigned to the Service;

   **(iii)** Temporary employees of the Service; and

   **(iv)** Employees of the Service assigned to agencies whose benefits are established by express agreement between the Service and the agencies.

   **(v)** Employees hired after June 30, 1996.

2. Effective July 1, 1996, the Service shall grant eligible employees one (1) day of administrative leave. This day of administrative leave shall be used on or between July 1, 1996 and December 31, 1996. Employees shall forfeit any unused administrative leave if not used on or before December 31, 1996.

3. The day of administrative leave is based upon the operating results achieved in Fiscal Year 1996 and shall not be extended to any future years without the specific authorization of the Board. The cost for this day of administrative leave will be accrued as additional fringe

benefit costs in Fiscal Year 1996.

4. Except as otherwise provided herein, this Resolution shall take effect immediately.

**ADOPTED, this 25th day of April, 1996.**

**SEAL**

**MARYLAND ENVIRONMENTAL SERVICE**

**BY:** James W. Peck
**JAMES W. PECK, DIRECTOR**

**BY:** Annette Anselmi
**ANNETTE ANSELMI, TREASURER**

**BY:** Carolyn Davis
**CAROLYN DAVIS, SECRETARY**