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Executive Director  
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## **MEETING NOTICE**

### **TOWN OF HEMPSTEAD** **INDUSTRIAL DEVELOPMENT AGENCY and LOCAL DEVELOPMENT** **CORPORATION** **TIME & LEAVE COMMITTEE**

#### **Adoption of 2023 Time & Leave Policy**

Members: Jerry Kornbluth - Chairman, Flo Girardi, Thomas Grech, Jill Mollitor, Lorraine Rhoads (IDA only), Laura Tomeo, & Michael Lodato

There will be a meeting of the Time & Leave Committee members of

The Town of Hempstead Industrial Development Agency and Local Development Corporation at 8:45 A.M. on Tuesday, April 18, 2023. The meeting will take place in the IDA Office, 350 Front Street, Room 234A, Hempstead, New York. The Agenda will include:

- Adoption of 2023 Time & Leave Policy IDA

4/11/23

RESOLUTION  
TOWN OF HEMPSTEAD  
INDUSTRIAL DEVELOPMENT AGENCY

POLICIES FOR AGENCY PERSONNEL  
TIME AND LEAVE

BE IT RESOLVED THAT, the standard agency workday shall consist of seven hours and forty-five minutes, plus fifteen minute break per day (eight hours in total), consisting of forty hours per week including a one hour "meal period" generally to be taken between 12:00 noon and 2:00 p.m.; and,

BE IT FURTHER RESOLVED THAT, agency employees shall perform their functions at the Agency's Office or at such other location as may be reasonable and necessary in the furtherance of the agency's business; and,

BE IT FURTHER RESOLVED THAT, in the event that an employee is absent from the agency's office other than during his or her meal period and is not attending an official meeting of the agency, the closing of an IDA project or at such location as may be reasonable and necessary in the furtherance of the agency's business, the time involved shall be charged first to the employee's personal leave account, if time is available, and then to the employee's Vacation Leave Account; and

BE IT FURTHER RESOLVED THAT, any resolution purporting to govern time accountability of agency personnel and which is inconsistent with the foregoing is hereby rescinded; and

BE IT FURTHER RESOLVED THAT, as used in this resolution, the following terms have the meanings indicated;

The Agency's office is at 350 Front Street, Hempstead, New York.

A closing is an event normally held at a law office or at the office of the lending institution, at which money and documents are exchanged and an IDA project comes into being.

An Employee's Personal leave Account is the amount of personal leave time, which the employee has earned under the terms of his or her employment, but not yet used.

An Employee's Vacation Leave Account is the amount of vacation leave time, which the employee has earned under the terms of his or her employment, but not yet used.

Adopted:

(ayes)

(nays)

Resolution Number:

Chairman \_\_\_\_\_