

RESOLUTION NO. 2023-299

**RESOLUTION OF THE TOWNSHIP OF LITTLE EGG HARBOR,
COUNTY OF OCEAN, STATE OF NEW JERSEY, ACCEPTING
THE RESIGNATION OF AND AUTHORIZING THE
COMPENSATION OF ACCUMULATED TIME TO MELISSA
CALDWELL**

WHEREAS, Melissa Caldwell has submitted a request for resignation from the Township as of December 6, 2023; and

WHEREAS, as of the date of her resignation, Melissa Caldwell will have accumulated 94.28 hours of unused time over the course of her employment with the Township of Little Egg Harbor; and


WHEREAS, Melissa Caldwell is entitled to compensation for a total of 74.28 hours for unused vacation time, in the amount of \$1,049.58 and 20.00 hours of personal time in the amount of \$282.60, for a total payment of \$1,332.18.

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Township of Little Egg Harbor, County of Ocean, State of New Jersey as follows:

1. That the Governing body does hereby accept the resignation and authorize payment to Melissa Caldwell in the amount of \$1,332.18 for unused accumulated time.
2. That a certified copy of this resolution shall be sent to Melissa Caldwell, the Civil Service Commission and Chief Financial Officer.

CERTIFICATION

I, KELLY LETTERA, CMC, RMC, Municipal Clerk of the Township of Little Egg Harbor do hereby certify that the foregoing resolution was duly adopted by the Township of Little Egg Harbor Township Committee at a meeting held on the 14th day of **December, 2023**.



KELLY LETTERA, CMC, RMC
Township Clerk
Little Egg Harbor Township

PRELIMINARY PAYMENT OF UNUSED EARNED HOURS
Prepared for Melissa Caldwell

Report Prepared: 12/1/23				
Resignation Date: 12/6/23				
Hire Date: 6/15/22				
		Vac Hrs	Per Hrs	
Balance as of p/r ending 11/28/23		82.28		26.00
Minus unearned hours for 2023		-8.00		-6.00
TOTAL EARNED UNUSED HRS AVAILABLE		74.28		20.00
VACATION TIME				
\$14.13 (current hrly rate of pay) x 74.28 (total unused earned vacation hrs avail)				\$1,049.58
PERSONAL TIME				
\$14.13 (current hrly rate of pay) x 20.00 (total unused earned personal hrs avail)				\$282.60
		TOTAL PAYABLE		\$1,332.18

Prepared by: _____
 Anna Nelson, Payroll Clerk

Approved by: _____
 Rodney Haines, CFO