



# HOLLAND CHARTER TOWNSHIP

353 North 120<sup>th</sup> Avenue • Holland, MI 49424 • Phone: 616.396.2345

## MEMORANDUM

**TO:** Board of Trustees  
**FROM:** Lindsay Pate  
**DATE:** June 12, 2026  
**SUBJECT:** Updated Employee Benefits

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It has been determined that updates to the Township's employee benefits program are needed. The proposed changes are intended to support employee well-being, strengthen the Township's ability to recruit and retain qualified employees, support continued service to the community, and maintain fiscal responsibility.

Below is a summary of the key updates.

### **Paid Time Off**

#### **1. Vacation Leave**

Updated vacation schedule as follows:

Length of Service	Vacation Leave
After 90 days	10 days/80 hours
Year 2	12.5 days/100 hours
Years 3-5	15 days/120 hours
Years 6-9	18 days/144 hours
Years 10-15	20 days/160 hours
Years 16-19	25 days/200 hours
Years 20+	30 days/240 hours

#### **2. Sick Leave**

Sick leave shall be granted to all full-time employees upon hire, rather than after completion of the first year of service.

#### **3. Bereavement Leave**

Full-time employees are entitled to up to three (3) days of bereavement leave for the death of an immediate family member. This leave is provided by the Township and does not require the use of Employee's accrued sick leave.

#### **4. Paid Holidays**

The addition of Martin Luther King Jr. Day as a paid holiday.

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## Retirement and Benefits

### 5. HCT Pension (401a) Eligibility

Full-time employees shall be eligible to participate in the HCT Pension (401a) plan on the first day of the month following six (6) months of continuous service, rather than the first day of the plan year.

### 6. Short-Term Disability Insurance

Short-term disability coverage will be added to the Township's benefits package.

**Financial Impact:** The monthly premium for STD coverage is \$1,992.05. Adding this benefit to the Township's existing long-term disability (LTD) and life insurance package will result in a 5% rate reduction from OneAmerica. The combined monthly cost for LTD, life insurance, and STD coverage will be \$3,557.80.

Financial Director Warren Smith has evaluated the proposed addition and determined that its impact on the FY 2026 budget will be minimal.

The proposed benefit updates are recommended for Board approval.

MEETING OF THE BOARD OF TRUSTEES OF  
HOLLAND CHARTER TOWNSHIP  
GROUP PENSION PLAN

A meeting of the Board of Trustees of HOLLAND CHARTER TOWNSHIP, organized and existing under and by virtue of the laws of the State of MICHIGAN was held on the \_\_\_\_\_.

Those present at the meeting were the following Trustees of the Organization:

\_\_\_\_\_  
\_\_\_\_\_.

The Chair announced that the first order of business was the consideration by the Board of an amendment to the organization's existing 401 (a) Plan. After an explanation of the terms of the proposed change, a motion was made, seconded and it was:

RESOLVED, the organization adopt the following amendment:

Class 2 Participants shall enter the plan the 1<sup>st</sup> day of the plan month following completion of their minimum service requirement.

FURTHER RESOLVED, that the amendment above be effective \_\_\_\_\_.

A motion was duly made, seconded and adopted.

\_\_\_\_\_  
Township Clerk

The Board of Trustees:

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\_\_\_\_\_  
\_\_\_\_\_  
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