

SECTION IV: PAID AND UNPAID TIME OFF POLICIES

SCOPE: These policies cover non-union employees. They also cover union employees to the extent that their collective bargaining agreements do not cover these policies.

HOLIDAYS

The Town has designated the following thirteen (13) days as holidays for its employees:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents' Day	Veterans Day
Good Friday	Thanksgiving Day
Memorial Day	Friday after Thanksgiving Day
Juneteenth	Christmas Day
Independence Day	

Non-union employees will also be granted a personal day to be taken at their discretion, subject to management approval.

VACATIONS

Full-time Town employees are entitled to an annual paid vacation based upon the following schedule (vacation is credited to employees on January 1st of each year):

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| 1. First Year - | 1 day (8 hrs) for every 2 completed calendar months worked to a maximum of 5 days. |
| 2. Second Year - | 5 days (40 hrs) plus 1 day for every 2 completed calendar months worked the previous year up to 10 days (80 hrs). |
| 3. Third to the fifth year - | 10 days (80 hrs) of vacation. |
| 4. 5 years of completed service - | 15 days (120 hrs) of vacation. |
| 5. 10 years of completed service - | 18 days (144 hrs) of vacation. |
| 6. 15 years of completed service - | 20 days (160 hrs) of vacation. |
| 7. 20 years of completed service - | 23 days (184 hrs) of vacation. |
| 8. 25 years of completed service - | 25 days (200 hrs) of vacation. |

Example A: An employee hired on June 15, 2005, earns three vacation days (24 hrs) until the end of the year. On January 1, 2006, the employee is credited with eight days of vacation (64 hrs). On January 1, 2007, the employee is credited with ten days of vacation (80 hrs). On January 1, 2012, the employee will be credited with fifteen days of vacation (120 hrs).

Example B: An employee hired on October 15, 2005, earns one day of vacation (8 hrs) until the end of the year. On January 1, 2006, the employee is credited with six days of vacation (48 hrs). On January 1, 2007, the employee is credited with ten days of vacation (80 hrs). On January 1, 2012, the employee will be credited with fifteen days of vacation (120 hrs).

Part-time employees are eligible for vacation similar to full-time employees except that a part-time employee's allowable vacation time is on a pro-rated basis and is limited to a maximum of 10 days (80 hrs) per year. The pro-rated calculation shall be based upon budgeted hours per year for the part time position related to 1820 hours per year.

The vacation schedule of employees represented by unions will be governed by their respective labor agreements. For all employees, however, vacation time shall not be cumulative and must be taken within the current year or shall be considered as forfeited.

The Department Head reserves the right, based upon the needs of the Town, to designate the periods during which an employee may take a vacation. In case of conflict in schedule, length of service in the department will prevail. However, in any instance, proper staffing of the department must take precedence over all other considerations in scheduling vacations.

Salaried employees may receive their vacation pay before commencing their vacation provided thirty calendar days' notice is given to the Town Administrator or Department Head.

An employee who has resigned or who has otherwise separated from employment shall be entitled to the vacation allowance for the current year pro rated upon the number of months worked in a calendar year in which the separation becomes effective. An employee who is retiring on a pension based on length of service shall be entitled to the full vacation for the calendar year in which he/she retires. In the event that an employee dies having to his/her credit any annual vacation leave, there shall be calculated and paid to his/her estate a sum of money equal to the compensation figured on his/her salary rate at the time of his/her death.

If a paid holiday occurs during a vacation or sick leave, it is not counted as a day of vacation or sick leave. Employees serving on a leave of absence without pay do not accrue vacation benefits.

Vacations must be taken during the current calendar year unless the supervisor determines that it cannot be taken because of pressure of work, in which case unused vacations may be carried over with written approval of the Town Administrator or Department Head into the next succeeding year only.

SICK LEAVE

A full-time employee is entitled to sick leave with pay which may be used by the employee if he or she is unable to work because of personal illness or injury or exposure to contagious disease.

Part-time employees are entitled to sick leave with pay similar to full-time employees but on a pro-rated basis. The pro-rated calculation shall be based upon budgeted hours per year for the part time position related to 1820 hours per year.

If an employee is absent for reasons that entitle him/her to sick leave, his or her supervisor shall be notified promptly. Failure to notify the supervisor may be cause for disciplinary action. Absence without notice for five (5) consecutive days shall constitute a resignation.

Sick leave is earned in the following manner:

1. New employees shall only receive 1 sick day (8 hrs) for the initial month of employment if they begin on the first through eighth day of the calendar month, and one-half sick day if they begin on the ninth through the twenty third day of the month.
2. After the initial month of employment and up to the end of the first calendar year, employees shall be credited with one working day (8 hrs) for each month of service. Thereafter, at the beginning of each calendar year in anticipation of continued employment, employees shall be credited with fifteen sick days (120 hrs).
3. Paid sick days shall not accrue during a leave of absence without pay or during a suspension.
4. Sick leave credits shall not accrue after an employee has resigned or retired although his/her name is being retained on the payroll until exhaustion of vacation or other compensatory leave.
5. Unused sick leave days shall be accumulated from year to year, for a maximum of one hundred and five (105) days (840 hrs). When an employee has accumulated one hundred and five (105) sick leave days (840 hrs), he will be given fifteen (15) additional days (120 hrs) for use in a given year. For purposes of use as needed while on active employment, there will be sick leave supplement of up to an additional 15 days (120 hrs). This sick leave supplement is created by unused sick leave from the 15 days (120 hrs) per year, but sick leave supplement shall not be available for pay out on retirement. For retirement purposes, payout of accumulated sick leave will be made on a 1 for 3 basis, meaning eight (8) hours for every twenty-four (24) hours of accumulated sick leave. In accordance with applicable law, for employees hired on or after May 21, 2010, sick leave redemption provided for in this section shall be paid at retirement only and then to a cap of \$15,000.

6. Accumulated sick leave is not paid out in the event of non-retirement resignation or involuntary termination of employment.
7. Based upon his/her regular work schedule, each employee may use up to one (1) week of sick days as paid time off upon the birth or adoption of a child. This leave shall begin no later than one (1) week after the birth or adoption.
8. Each employee may also use up to fifty (50%) percent of annual sick leave entitlement for the care of a sick member of the immediate family, including a civil union partner, living in the household of the employee. This (50%) allowance may be extended at the discretion of the Department Head with the approval of the Town Administrator. Requests for such extended usage shall be in writing and shall set forth the good cause basis of the request and approval of such request will not be unreasonably withheld.
9. An employee whose earned and accumulated paid sick and/or vacation time has been depleted due to an acute medical condition that prevents his or her return to work for an extended period of time may be eligible to participate in the Town's Donated Leave Program. The Donated Leave Program allows, under certain circumstances, an employee in need to receive additional paid sick and/or vacation time in the form of voluntary and confidential donations of paid sick and/or vacation time made by another employee who is (or other employees who are) eligible to make such a donation. Both the donor and the recipient must meet specific conditions, complete an application, and execute an affidavit or certification in order to be considered for approval to participate in the Program. Any transfer of time granted under this Program must be kept confidential and is irrevocable. Employees who wish to participate in this Program should contact their Department Head who will coordinate the application process with the Town Administrator.

The Town may require a healthcare certification to support an employee's absence under appropriate circumstances. The Town may also require an employee returning from sick leave or a medical leave of absence to provide a fitness for duty certification from his/her healthcare provider verifying the employee's fitness to return to work and safely perform the essential functions of the employee's position. The Town reserves the right to have an employee examined by a healthcare provider at the expense of the Town where appropriate and consistent with applicable law in order to determine fitness for duty.

The Town has a Salary Continuation Policy which provides compensation to full-time employees if they cannot work due to a long-term disability. There is a ninety-calendar day unpaid waiting period from the last day of active service before the salary continuation benefits are payable to the employee. Employees may elect to use accumulated sick leave or vacation to receive pay during part or all of the ninety-day waiting period.