

## VACATION BENEFITS

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classifications are eligible to earn and use vacation time as described in this policy:

Regular full-time employees

Regular part-time employees, who work a minimum of 18 hours per week (pro-rated benefit)

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule. Vacation time is appropriated with the beginning of each fiscal year on July 1 and is available for use in the year following its accrual.

Employees may carry up to ten days of previously accrued vacation into the next fiscal year provided that the employee has used ten days (or all available time if less than ten days) of vacation during the previous fiscal year. Any vacation time over ten days which has not been used by June 30 will not be added to the July 1 benefit accrual records.

### VACATION EARNING SCHEDULE

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YEARS OF ELIGIBLE SERVICE	VACATION DAYS EACH YEAR
New employees (first fiscal year worked (up to 10)	1 day for each full calendar month
After 1 year	10 days
After 5 years	15 days
After 10 years	20 days
After 15 years	25 days

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The vacation benefit is pro-rated for any year in which the employee was on unpaid leave (including medical leave not covered by Worker's Compensation) for more than three (3) weeks. Employees on medical leave covered by Workers' Compensation shall accrue vacation for a maximum of twelve (12) months of such leave.

An employee's benefit year may be extended for any significant leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Paid vacation can be used in minimum increments of one half workday. To take vacation, employees should request advance approval from their supervisors. Department Directors should notify the Town Administrator well in advance. Requests

will be reviewed based on a number of factors, including seniority and staffing requirements. It is the Department Director's responsibility to ensure adequate staffing at all times and anticipate the need for essential employees at times of departmental need.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work. If termination is caused by death, such payment shall be made to the employee's spouse or beneficiary.

An employee who becomes sick or is injured while on vacation may request that some or all the remaining vacation leave be converted to sick leave. The town may request a medical providers' certification.

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**ADOPTED:** Union Contract  
**AMENDED:** Personnel Board 5/17/00  
**APPROVED:** Board of Selectmen, May 23, 2000 (effective July 1, 2000)  
**ATTACHMENT:**  
**FORM:**

The terms of collective bargaining agreements supersede any provisions of any personnel policies the town establishes. If a collective bargaining agreement is silent on a topic or a subject matter within a topic these policies are intended to apply. Where the provision of a collective bargaining agreement between the town and a union conflict with a provision of a town personnel policy, the collective bargaining agreement provision will govern for those employees covered by the agreement.