

## Vacation Leave

Eligible Employees – All full-time and benefit eligible permanent part-time employees, except employees under union contracts, or those under negotiated terms.

### Computation of Vacation Time

All full-time and permanent part-time employees, except those under union contract, shall accrue vacation time beginning the first day of duty, as follows:

First Day of Duty, up to 5 years	80 hours annually, accrual rate 3.08 hrs bi-weekly*
5 years, up to 10 years	120 hours annually, accrual rate 4.62 hrs bi-weekly*
10 years or more	160 hours annually, accrual rate 6.16 hrs bi-weekly*

\*Benefit eligible, permanent, part-time employees accrue on a pro-rated basis, based on the average amount of hours worked in the previous fifty-two (52) weeks. New hires' first year pro-rated calculation based on hours outlined in terms of hire.

### Vacation Limits

Full time and permanent part-time employees may accrue and carry vacation time balances equal to two years' worth of vacation time. Once an employee's vacation limit is reached, the employee will no longer accrue vacation time bi-weekly. Once the employee uses vacation time bringing the amount of vacation time being carried to fall below the limit, accrual will resume bi-weekly. The employee will not be compensated for lost accrued time under this policy. Permanent part-time employees' vacation limit will be calculated on a pro-rated basis using the same calculation method used to calculate the vacation time.

### Using Vacation Time

Employees may use vacation time with the approval of their Department Head or elected Boards in increments up to fifteen (15) consecutive work days. Employees and their Department Head are mutually responsible for planning and scheduling the use of employee's vacation time. Employees should request vacation time in a timely manner and Department Heads should provide timely responses to employee requests.

Requests for vacation time in excess of employee's available accrued time may be granted without pay at the discretion of the Department Head.

Department Heads are responsible for the overall planning, coordination, and approving of their employees' vacation time throughout the year so that the Town's mission and employee's needs are met, and so that employees do not have a significant amount of vacation time that must be used or forfeited.

Upon the termination of employment or retirement an employee will be compensated for the balance of their accrued vacation time to the date of termination. Accrued vacation time will be paid to the estate of an employee in the event of an employee's death.

## Sick Time

Eligible Employees – All full-time and benefit eligible permanent part-time employees, except employees under union contracts.

Sick time is a benefit limited to absences caused by illness, injury, exposure to contagious disease, illness of a member's immediate family, illness or disability arising out of or caused by pregnancy or childbirth, or for medical related appointments. Sick leave used for purposes other than legitimate reasons or in an excessive manner may result in disciplinary action up to and including termination of employment at the discretion of the Town.

The Town, at its exclusive discretion, reserves the right to request a written certificate from a Town-selected physician, at the cost to the Town, establishing incapacity as a condition of payment of sick leave benefits, or for an employee who seeks to return to work after being absent, whether paid or unpaid, to determine the employee's fitness for duty.

## Sick Time Accrual

Employees with less than ten (10) years of service to the Town may accumulate up to sixty (60) days\* maximum for use in any subsequent year. Employees with under 10 years of service, will receive sick time at a rate of eighty (80) hours\* annually, accrued at 3.08 hours per bi-weekly pay up to 480 hours\*. Employees with ten (10) years or more of service to the Town may accumulate up to ninety (90) days maximum for use in any subsequent year. Employees with ten (10) or more years of service, will receive sick time at a rate of eighty (80) hours\* annually, accrued at 3.08 hours per bi-weekly pay up to seven hundred twenty (720) hours\*

\*Benefit-eligible permanent part-time employees receive sick time accrual on a pro-rated basis.

## Sick Time Limits

Once an employee's sick time limit is reached, the employee will no longer accrue sick leave bi-weekly. Once the employee uses sick time causing the amount of sick time being carried to fall below the limit, accrual will resume bi-weekly. The employee will not be compensated for lost accrued time under this policy.

## Employment Termination

When an employee retires or upon the death of an employee, the Town will pay the employee or the employee's estate unused sick time at a rate of one (1) day per year of service or the employee's sick time balance, whichever is less.