To: All employees

From: Selectboard

Date: 5-20-14

Re: Paid Leave Policies

You will see in the newly amended Personnel Policies that there has been a significant change in the way the Town manages vacation time. The amount of vacation you accrue annually remains the same as before. Vacation time is accrued from the date you become a regular employee, which, as previously is usually the date of hire but can also be the date of a status change. We now call it anniversary date.

The main change is that now the accumulation of vacation hours will be tracked by our payroll software and you will be able to see how much vacation time, in hours, you have accumulated on the stub of your pay check. Vacation hours will continue to accumulate until you reach a maximum as depicted in the chart in Section 5.5.3 of the policies. That is, vacation time will accrue until it reaches a maximum, which represents an equivalent of one more week. (See chart in Section 5.3.3 of our Personnel Policies.) If for any reason you were not able to take all of your vacation time in a given year, this allows you to continue to accrue vacation time into the following year past your anniversary date. However when you reach the maximum your accrual of vacation time will cease until you take some vacation. As soon as you drop below your allowed maximum, vacation time will accrue again until you reach the maximum again. Thus, when you see your vacation hours building up toward your allowed maximum it would be a good idea to schedule some vacation. We expect that most employees will take enough vacation so they will never reach the maximum.

We will also be tracking sick and holiday hours in a similar fashion however there is no maximum for sick time. As before you can accumulate sick time throughout your length of employment. You must take the holiday time due to you annually. Sick and holiday time will also be tracked by the payroll software and will also show on you pay check stub. Effective immediately we will pay holiday time on each holiday. If you work the holiday you should enter your hours worked on your time sheet and also enter your approved holiday hours in the appropriate box. You will then receive pay for having worked and also for the holiday. If you do not work the holiday, enter your approved holiday hours on your time sheet for the day of the holiday. I you prefer to celebrate another holiday, such as your preferred religious holiday, you may ask for the time of without pay or use a vacation or personal day.

Up until now employees have had the choice of taking Columbus Day or Veterans Day as a holiday. We have eliminated Columbus Day and retained Veterans Day. If you choose to take Veterans Day off you may use a personal day or take it off without pay. You will not lose any holiday hours because you will receive holiday pay for Veterans Day and also your regular pay if you work on Veterans Day. Whatever your choice you will always receive pay for all of the holidays listed in these policies plus pay for hours work on any holidays that you work.

We have made these changes to ensure that all employees receive the paid leave benefits to which they are entitled and that each will be aware of their paid leave status via a print-out on each paycheck stub or automatic deposit data sheet.

One more policy change has also been added. You may now give your sick hours to another co-worker in need, with the consent of that co-worker and permission from your supervisor. This allows employees who feel that they have enough banked sick time to cover their own needs to offer help to another co-worker who has a long-time illness and not enough sick time to meet his or her need. This is entirely voluntary.

On May 12 Mary loaded all of the above paid leave time that you have earned to into the computer. Please confirm that data, if you can, so that we may make corrections if there are any errors. We have used the time sheets that you have submitted to determine the data going back in most cases to your date of hire and have discussed the data with those of you whose data is missing or uncertain.

Please do not hesitate to contact Dean with any questions.