

Sewer Dept. Employees working on a recognized holiday are entitled to be paid one and one-half (1-1/2) times their regular rate of pay in addition to their straight time pay. Employees who are required to work on a holiday may take a floating holiday or take holiday pay in addition to their overtime work pay. The floating holiday must be scheduled at least one week in advance and approved by your department head.

2. VACATION

Vacation is a time for you to rest, relax, and pursue special interests. The Town provides paid vacation as one of the many ways in which we show our appreciation for your hard work and continued service.

Full-time and part-time employees are eligible for paid vacation. Temporary employees are not entitled to paid vacation time.

Vacation time is granted to eligible employees based upon length of service and anniversary date. If there is a break in service, eligibility for vacation will be based on the employee's most recent hire date.

No part of an employee's scheduled vacation may be converted to sick leave. If illness or injury occurs during a vacation, sick leave benefits will not begin until the employee is scheduled to return to work.

Vacation ~~pay for a full week~~hours will be ~~paid~~calculated based on the normal straight time scheduled hours, and earned ratably over the number of pay periods in the year; i.e., if someone normally is scheduled for forty (40) hours per week, their vacation pay will be for forty (40) hours for each full week requested. Part-time employees will earn a pro-rated number of hours based on their scheduled hours per week. For example, ~~and~~ anyone normally scheduled for thirty-five (35) hours will accrue 35 hours over the year and be paid thirty-five (35) hours for each full week requested. If requested, an employee shall be paid his or her vacation pay before starting his or her vacation provided that such vacation pay is scheduled at least two (2) weeks in advance; otherwise, the employee shall be paid his or her vacation pay upon return from vacation.

Vacation is earned ratably during the ~~calendar~~ year based on your anniversary date, and is accrued according to the following schedule for full time (40 hours per week) employees:

<u>Years of Continuous Service</u>	<u>Vacation Time</u>	<u>Hrs. Earned per Pay Period**</u>
First Year after 6 months*	<u>40 Hours</u>	<u>1.5395 days</u>
Year 2-5	<u>40 days80 Hours</u>	<u>3.077</u>

Year 6 5-15	15 days 120 Hours	4.616
Year 1 6 5-20	20 days 160 Hours	6.154
After Year 20	25 days 200 Hours	7.693

~~Vacation time shall be accrued on the following schedule;~~

~~First Year .416 days per month~~

Year 2-5	.833 days per month
Year 5-15	1.25 days per month
Year 15-20	1.66 days per month
After year 20	2.08 days per month

*During the first six months of employment vacation time is accrued, but cannot be taken. If an employee leaves before 6 months of employment are complete, no accrued vacation will be paid out.

** In years when there are 27 pay periods, the accrual rates will be adjusted downwards so that no more than the total hours stated above will be earned.

A part-time employee will be paid for vacation time on a pro-rated basis in accordance with his/her regular hours of work. For instance, if a part-time employee regularly works five (5) hours per day, then the part-time employee will only be entitled five (5) hours of pay when he/she takes a vacation day.

You are expected to take your vacation during the year in which it is earned. Vacation time may be taken in full day or half day increments. ~~The Town will not pay employees for unused, accrued vacation time at the end of the year.~~ Vacation time may be carried over and accumulated to a maximum of thirty (30) days in subsequent years. The Town will not pay employees for unused, accrued vacation time at the end of the year in excess of 30 days. This excess time is lost. An employee will not be paid accrued, unused vacation pay upon termination from employment unless the employee has been actively employed for at least six (6) months prior to the termination and: (1) in the event of resignation or retirement, the employee has given two (2) weeks' notice of his/her intent to resign or retire; or (2) in the event of involuntary discharge, the termination was not "for cause," as determined by the Town.

An employee will not accrue any vacation time for those pay periods in which the employee is entitled to no wages, unless required under law. Generally, this will occur when the employee is on unpaid leave, such as FMLA leave.

All employees must submit requests for vacation time to their department head through the electronic payroll system. Requests should be submitted at least two weeks in advance of the requested vacation dates. Vacation may be taken only if the request is approved by your department head. Department heads must notify the Town Administrator and the Chairman of the Board of Selectmen when they plan to use a vacation day.

ANNUAL LEAVE-Sewer Department Employees

Employees of the Sewer Department receive annual leave instead of vacation, sick and personal days. Annual leave is awarded according to the following schedule:

Years of Continuous Service Annual Leave Time

First Year after 6 months	104 hours (13 days)
Year 1-4	144 hours (18 days)
Year 5-9	184 hours (23 days)
Year 10-19	224 hours (28 days)
Year 20 and after	264 hours (33 days)

Annual leave time shall be accrued on the following schedule over a 10 month period beginning in January and ending in October;

First Year after 6 months	10.4 hours per month
Year 1-4	14.4 hours per month
Year 5-9	18.4 hours per month
Year 10-19	22.4 hours per month
Year 20 and after	26.4 hours per month

If an employee has not used all of their annual leave at the end of the year, the ASC will pay out up to one week of unused annual leave time remaining at the end of the year. Any unused annual leave in excess of one week at the end of the year shall lapse and be unredeemable. An employee will not be paid for un-accrued annual leave time upon termination from employment. In the event of resignation or retirement, if the employee has given two (2) weeks' notice of his/her intent to resign or retire, the employee shall be paid for all accrued annual leave. Annual leave to meet all of the same requirements as for other town employees for vacation, with the exception of carryovers.

3. PERSONAL DAYS

The Town will provide two (2) paid personal days each to all full-time and part-time employees. With the exception of police officers who work variable scheduled hours, employees accrue personal day hours based on the number of scheduled hours per day they work. An employee who regularly works 8 hour days would receive 16 personal hours, and an employee who regularly works 4 hour days receives 8 personal hours. Police officers who work variable shifts will receive 20 hours. Temporary employees are not entitled to any paid personal days. A part-time employee will be paid for personal days on a pro-rated basis in accordance with his/her regular hours of work.

Personal days may not be carried over from year to year, and employees will not be paid for personal days not taken either during the year upon separation from employment. All personal days must be approved in advance by your department head. Department heads must notify the Town Administrator and the Chairman of the Board of Selectmen when they plan to use a Personal Day. Personal days may be taken in half day or full day increments.

4. SICK LEAVE

The Town provides paid sick days to all full-time and part-time employees. Temporary employees are not entitled to any paid sick days. Sick time may be used in quarter hour increments, and employees will be paid at the normal straight time rate for the number of hours the employee was scheduled to work. Sick pay may not exceed the employee's regular workday and/or workweek hours.

Sick leave accrues at the rate of six (6) days per year, and are granted on January 1st. . With the exception of police officers who work variable

scheduled hours, employees accrue sick day hours based on the number of scheduled hours per day they work. An employee who regularly works 8 hour days would receive 48 sick hours, and an employee who regularly works 4 hour days receives 24 sick hours. Police officers who work variable shifts will receive 60 hours .; Employees may carry over unused sick time up to a maximum of thirty (30) days based on the employees normal daily hour schedule (8, 9 or 10 hour schedule). Accrual commences on the date of hire, but time granted cannot be taken during the first ninety (90) days of employment (probationary period). ~~A part-time employee will be paid for sick days on a pro-rated basis in accordance with his/her regular hours of work.~~

Sick days are to be used for absences due to illness of the employee. Sick Leave may also be granted for the employee's bodily injury, illness or injury of the employee's child, or spouse, and appointments with a physicians, dentist or therapist. Employees should, however, make every effort to schedule appointments with a physician, dentist or therapist outside the work day.

Additionally, employees must attempt to make other arrangements to allow a spouse or family member to care for a dependent under these circumstances. The Town may, at any time, ask you to submit satisfactory medical verification of an illness from your health care provider. Failure to provide verification may result in loss of sick leave benefits or, in cases in which sick leave abuse is detected, disciplinary action.

An employee will not accrue any sick leave for those pay periods in which the employee is on unpaid leave status.

Any unused sick time in excess of 30 days will expire at the end of the year and will not be bought back by the Town. It may not be carried over into the following year. Employees who leave the Town employment for any reason will not be entitled to any pay for any unused sick days.

Employees who are unable to report for work due to sickness or injury must notify their department head as soon as they become aware that they will be unable to report for work. Employees who do not report to work due to sick leave must contact their department head on a daily basis relative to the need for and status of their absences, unless otherwise directed. Reporting of the absence to any employee other than your department head will not be accepted as compliance with the daily reporting requirement. Employees who fail to report to work or call in to the department head for three (3) consecutive work days will be considered to have voluntarily resigned from their employment. Department Heads will report their own absence due to sick leave as indicated above however they will report the absence to the Town Administrator and the Chairman of the Board of Selectmen. Exempt salaried employees must correctly record absences on their timesheet due to being sick and unable to work as a sick day (or half day when applicable).

5. FAMILY AND MEDICAL LEAVE

Under the Family and Medical Leave Act (“FMLA”), eligible employees may take an unpaid leave of absence and be restored to the same or an equivalent position upon their return to work for any of the following reasons:

- (1)The birth of the employee’s child and to care for the newborn child (leave must be taken within twelve (12) months of the birth of the child);
- (2)The placement of a child with the employee for adoption or foster care, and in order to care for the newly placed child (leave must be taken within twelve (12) months of the adoption or placement of the child);
- (3)The serious health condition of a spouse, parent, minor child, or adult child when the adult child is incapable of self-care and the employee is needed for such care (“covered family members”);
- (4)The employee’s own serious health condition that renders the employee unable to perform his or her job;