

Holidays:

New Year's Day	(January 1)
Martin Luther King Day	(3rd Monday of January)
President's Day	(3rd Monday of February)
Memorial Day	(Last Monday of May)
Independence Day	(July 4)
Labor Day	(1st Monday in September)
Columbus Day	(2nd Monday of October)
Veterans' Day	(November 11)
Thanksgiving Day	(4th Thursday in November)
Thanksgiving Friday	(Day after Thanksgiving)
Christmas Day	(December 25)

Holidays are observed on the day designated by the Federal Government; however, if a holiday falls on a Friday and the Town Hall is closed, then the holiday will be observed on the preceding Thursday or as approved by the Board of Selectmen upon request of a department head. For employees who don't work on Friday, the Thanksgiving Friday holiday will be shifted to a half day holiday on Christmas Eve and a half day holiday on New Year's Eve. This needs to be approved annually by the Board of Selectmen and may need to be adjusted due to variations in the annual calendar.

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.

1. VACATION

Town Employees: 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 will be based on the normal straight time scheduled hours; i.e., if someone is normally scheduled for forty (40) hours per week, their vacation pay will be for forty (40) hours for each week requested. An employee normally scheduled for thirty-five (35) hours will be paid thirty-five (35) hours for each week requested. Vacation time may not be used to pay an employee for more than their regularly scheduled hours. If requested, an employee shall be

paid their vacation pay before starting their vacation, provided that such vacation pay is scheduled at least two (2) weeks in advance; otherwise, the employee shall be paid vacation pay upon return from vacation.

Vacation is earned during the calendar year and is accrued according to the following schedule:

<u>Years of Continuous Service</u>	<u>Vacation Time</u>
First Year *	5 days
Year 2-5	10 days
Year 5-15	15 days
Year 15-20	20 days
After Year 20	25 days

Vacation time shall be accrued on the following schedule for full time employees: **

First Year*	1.538 hours per pay period
Year 2-4	3.077 hours per pay period
Year 5-14	4.615 hours per pay period
Year 15-20	6.154 hours per pay period
After year 20	7.692 hours per pay period

*During the first year of employment employees accrue vacation time per the above schedule, but are not permitted to take vacation time during the first 6 months of employment.

** Years of service are calculated based on the anniversary of the employee's hire date.

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

You are expected to take your vacation during the year in which it is earned. 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 300 hours in subsequent years. No vacation time will be accrued that extends the available time over the 300-hour maximum accrual. For part-time employees, this amount is prorated by their regular hours in a work week, divided by 40 hours. An employee will not be paid for accrued, unused vacation time upon termination from employment unless the employee has been actively employed for at least six (6) months prior to the termination and in the event of resignation or retirement, the employee has given two (2) weeks' notice of their intent to resign or retire.

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.

No employee is permitted to be compensated for vacation time in excess of time earned without the prior written approval of their department head. Department heads may not authorize the use of time that has not been earned that would be earned after December 31st, of the current year. The employee's acknowledgment of receipt of this handbook will serve as the employee's authorization for the Town to deduct all vacation time used in excess of time earned from the employee's final paycheck.

PAID TIME OFF- Sewer Department Employees

Full-time and part time Sewer Department employees are eligible for paid time off (PTO). Temporary employees are not entitled to PTO.

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

<u>Years of Continuous Service</u>	<u>PTO</u>	<u>Hrs. Earned per</u>
		<u>Pay Period**</u>
First Year after 6 months*	104 hours	4.0
Year 1-4	144 hours	5.538
Year 5-9	184 hours	7.077
Year 10-19	224 hours	8.615
Year 20 and after	264 hours	10.154

Part-time employees will not receive PTO. If an employee has not used all of their PTO at the end of the year, the ASC will pay for up to one week of unused PTO remaining at the end of the year. Any unused PTO 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 PTO 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 PTO.

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

*** Employees who have been authorized to take vacation or earned time before it is actually earned are required to pay back the cost of that time if they leave employment with the town prior to earning the time. The value of unearned vacation time or earned time that was taken at the time of leaving employment will be deducted from the employee's final compensation.