

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 accrue vacation time on a pro-rated basis using hours paid for the calculation. Hours paid include hours worked &/or paid sick, personal or vacation time. No time will be accrued while on FMLA leave. See notation below.

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