

18 Holiday Leave

18.1.1 Full- and part-time employees will receive the following paid holiday leave:

New Year's Day (January 1)
Martin Luther King Jr.'s Birthday (3rd Monday in January)*
Presidents Day (3rd Monday in February)
Town Meeting Day (1st Tuesday in March)* Public Works/Highway Dept Only
Memorial Day (last Monday in May)
Juneteenth National Independence Day: June 19

Independence Day (July 4)
Labor Day (1st Monday in September)
Indigenous Peoples' Day (second Monday in October)*
Veterans' Day (November 11)
Thanksgiving Day (4th Thursday in November)
Christmas Day (December 25)

18.1.2 Employees will receive holiday leave pay equal to the number of hours in the employee's regular work day on which the holiday falls, at the employee's regular rate of pay. Holiday leave that is not actually worked by an employee will not be included in calculating overtime for that employee.

18.1.3 Holidays falling on a Saturday will be observed the preceding Friday, unless Saturday is a regularly scheduled workday. Holidays falling on a Sunday will be observed the following Monday, unless Saturday is a regularly scheduled workday.

18.1.4 Holidays that fall during an employee's vacation leave will not be counted as vacation leave.

- a. Holidays marked * may be used as a floating holiday and may be used with the prior authorization of the employee's department head.
- b. Employees will have half a day (1/2) before Christmas and half a day (1/2) before New Years Day, if falling on normal scheduled work day.

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19 Vacation Leave

Full-time employees only.

- 19.1.1** Vacation leave accrual begins on the date of hire on a **Per Pay Period basis**. Probationary employees accrue vacation time but may not use it during the employee's probationary period. An increase in the annual rate of accrual of vacation leave will occur on the anniversary of the date of hire.
- 19.1.2** Full-time employees will receive vacation leave pay at the employee's regular rate of pay. Leave must be taken in a minimum of half-hour increments.
- 19.1.3** Employees are strongly encouraged to take an annual vacation.
- 19.1.4** Employees are expected to make a timely request and make a reasonable effort to schedule vacations in accordance with the needs of the Town. Request for vacation should be submitted to the employee's supervisor as soon as possible but not less than one week in advance of the requested time off. Supervisors shall consider the Town's priorities of business and office coverage before granting such a request. Vacation will be scheduled at the discretion of the Supervisor upon consultation with the employee.
- 19.1.5** If an employee does not use all of the employee's accrued vacation leave in one calendar year, the employee may carry unused, accrued vacation leave forward to the next year up to a maximum of **40 vacation hours**. Any unused, accrued vacation leave that exceeds the amount carried forward will be forfeited.
- 19.1.6** An employee who resigns from employment with the Town will be compensated for unused, accrued vacation leave, with the exception that any employee who terminates during their probationary period will not be entitled to compensation for any accrued vacation time.

Accrual rates

- 19.1.7** 1-3 years of employment accrues at 1.54 hours P.P.P, which is (2 weeks) per Year.
- 19.1.8** 4-7 years of employment accrues at 2.31 hours P.P.P, which is (3 weeks) per Year.
- 19.1.9** 8-13 years of employment accrues at 3.07 hours P.P.P, which is (4 weeks) per Year.
- 19.1.10** 14+ years of employment accrues at 3.84 hours P.P.P, which is (5 weeks) per Year.

20 Sick Leave

Definition

- 20.1.1** For the purposes of this Section of the Policy, the following definition shall apply: “eligible employee” means an employee or an elected official of the Town who:
- a.** is age 18 or older;
 - b.** works an average of 18 or more hours per week during the year; and
 - c.** is expected to work more than 20 weeks in a 12-month period.
- 20.1.2** This definition includes newly-hired employees and those who are still in their probationary period of employment.
- 20.1.3** This definition does not include an individual who:
- a.** works on a per diem or intermittent basis.
 - b.** works only when they indicate they are available to work.
 - c.** is under no obligation to work for the Town; and
 - d.** has no expectation of continuing employment with the Town.
- 20.1.4** Eligible employees earn one hour of paid sick leave for every fifty-two (52) hours worked by that employee. Such leave will accrue to the employee based on hours actually worked by that employee, including overtime hours worked.
- 20.1.5** The Town has no waiting period set for the use of accrued sick leave.
- 20.1.6** The Town sets a maximum of 120 hours of accrued sick leave that can be used within a calendar year.
- 20.1.7** Eligible employees may use paid leave in increments no smaller than 30 minutes.
- 20.1.8** An employee may use accrued sick leave for the purposes below:
- 20.1.9** The employee is ill or injured.
- 20.1.10** The employee obtains professional diagnostic, preventive, routine, or therapeutic health care.
- 20.1.11** The employee cares for a sick or injured parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child, including helping that individual obtain diagnostic, preventive, routine, or therapeutic health treatment, or accompanying the employee’s parent, grandparent, spouse, or parent-in-law to an appointment related to their long-term care.
- 20.1.12** The employee is arranging for social or legal services or obtaining medical care or counseling for the employee or for the employee’s parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child, who is a victim of domestic violence, sexual assault, or stalking or who is relocating as the result of domestic violence, sexual assault, or stalking. As used in this section, “domestic violence,” “sexual assault,” and “stalking” shall have the same meanings as in 15 V.S.A. § 1151.
- 20.1.13** The employee cares for a parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child, because the school or business where that individual is normally located during the employee’s workday is closed for public health or safety reasons.

- 20.1.14** Employees are expected to notify their supervisor prior to the first hour of the workday or sooner if they are unable to report to work due to illness or injury. For all other permitted purposes, employees are encouraged to provide written notice as soon as practicable of the intent to use earned sick time and the expected duration of the employee's absence. Employees are encouraged to make reasonable efforts to avoid scheduling routine or preventive health care or other appointments during regular work hours.
- 20.1.15** Compensation for the use of paid leave will be at the employee's regular rate of pay.
- 20.1.16** Use of this paid leave does not diminish the rights that an employee may have, if any, under the Vermont Parental Family Leave Act, 21 V.S.A. § 470.
- 20.1.17** The Town will not compensate eligible employees for unused, accrued sick leave at the time of separation from employment.

21 Bereavement Leave

- 21.1.1** All employees may be provided with up to five days of paid bereavement leave related to the death of a close family member, domestic partner or member of an employee's household. The exact amount of time off is dependent upon the circumstances and subject to supervisor's/department head's approval. For purposes of this policy, close family members are defined as the following: spouse, domestic partner, parent, siblings, grandparent, child, stepchild, grandchild and up to three days for in-laws, cousins, aunts, uncles, niece/nephews.
- 21.1.2** If additional time off is needed, or if time off is needed for the funeral of a friend or a relative who is not an immediate family member as defined above, nor a domestic partner, nor member of an employee's household, the employee's supervisor may grant, on a case-by-case basis, the use of a reasonable amount of accrued sick leave, if available, or, if not, unpaid leave. The amount of such time off, if approved, will depend upon the individual circumstances such as the distance to be traveled, closeness of the employee's relationship with the person who died or the employee's family, and the employee's level of responsibility in making funeral or other arrangements.
- 21.1.3** Paid bereavement leave does not accrue and thus, when not used, is not carried forward into the next year nor compensated upon separation from employment.