



GEORGIA VERMONT

Town of Georgia Personnel Policy

Addendum – Negative Vacation Balance

Effective Date: _____

Purpose:

To allow full-time employees the ability to take vacation time before it is accrued, within the limits and conditions described below.

Negative Vacation Balance Allowance

- Full-time employees may be permitted to carry a negative vacation balance of up to 80 hours.

- Approval to enter a negative balance must be granted in advance by the employee's Department Head and the Selectboard/Library Board of Trustees (or designee).

Repayment Upon Separation

- If an employee leaves employment (voluntarily or involuntarily) with a negative vacation balance, the equivalent value of the negative hours will be withheld from the next payroll processed following separation.

- If the final paycheck is insufficient to cover the amount owed, the Town reserves the right to collect the remaining balance through any lawful means.

General Provisions

- Negative vacation hours are considered an advance of unearned time and are not guaranteed.

- The Town may deny requests based on operational needs or other factors.

- This addendum does not alter the existing vacation accrual schedule or other provisions of the vacation leave policy, except as stated herein.

Approved by:

Kristina Senna-Chair

Date: _____

Brian Dunsmore Vice Chair

Date: _____

Kellie Bosenberg-Member

Date: _____

Paul Jansen-Member

Date: _____

Carl Rosenquiest-Member

Date: _____

Adoption History

1. Agenda item at regular Town of Georgia Selectboard meeting held on _____, 2025.

2. Read and approved at regular/special Town of Georgia Selectboard meeting

on _____, 2025 and entered in the minutes of that meeting which were

approved on _____



EMPLOYEE NOTICE – Negative Vacation Time Policy

Effective _____, full-time employees may be allowed to “borrow” vacation time before they have earned it.

Key Points:

- You may borrow up to 80 hours of vacation time.
- You must get approval before taking the time from both your Department Head and the Selectboard/Library Board of Trustees (or designee).
- If you leave your job and still owe vacation hours:
 - The value of those hours will be taken from your final paycheck.
 - If your paycheck is not enough to cover the balance, the Town may collect the remainder by other legal means.

This change does not affect how you earn vacation time — it only allows limited borrowing when approved.