

MOTION AMENDING TOWN EMPLOYEE HANDBOOK § 802 – VACATION LEAVE

MOTION M23

**MOTION AMENDING TOWN OF LANSING EMPLOYEE
HANDBOOK, TO ADDRESS § 802 VACATION LEAVE
RULES FOR TOWN EMPLOYEES**

Motion to approve the following amendment to the § 802 of the Town of Lansing Employee Handbook, entitled “Vacation Leave”, with the effective date of such amendment to be deemed to be January 1, 2024, with such amended § 802 to now be wholly replaced to read as follows:

802 Vacation Leave

Eligibility – A full-time or intermediate employee is eligible for paid vacation leave in accordance with this policy. A part-time, temporary, or seasonal employee is not eligible for paid vacation leave but may be allowed to take time-off without pay provided the employee has prior approval from the Department Head.

Work Day – For purposes of this vacation leave policy, a “work day” shall be defined as the total number of paid hours an employee is scheduled to work in a workweek, divided by five, rounded up to the nearest quarter hour. For example: A work day for an employee who is paid for a 36.5 hour workweek shall be considered to be 7.5 hours. A work day for an employee who is paid for a 32 hour workweek shall be considered to be 6.5 hours.

Allowance – An eligible employee will be credited with paid vacation leave in accordance with the vacation schedule below. An employee may take vacation leave only after it has been credited. The employee will be credited on January 1 for the vacation leave that will be earned during the current year.

After Completion Of:	Vacation Leave
1 to 8 years of continuous service	15 work days
9 years of continuous service	16 work days
10 years of continuous service	17 work days
11 years of continuous service	18 work days
12 years of continuous service	19 work days
13 years of continuous service	20 work days

Vacation leave shall not exceed 20 workdays per year.

New Employees – Upon the posting of the final payroll of each month, a newly hired full-time or intermediate employee will be credited with pro-rated vacation leave based on their regularly scheduled hours per week, for each month of employment, up to a maximum of fifteen days. An employee with less than one year of continuous service may not use vacation leave without approval from the Department Head.

Continuous Service – Continuous Service shall mean uninterrupted service. An authorized leave of absence without pay, or a resignation followed by reinstatement within one year following such resignation, shall not constitute an interruption of continuous service. However, the duration of the absence from work without pay will be excluded from the computation of length of continuous service. Vacation is earned only for monthly pay periods during which an employee is in full pay status for at least fifteen working days during such monthly pay period.

Scheduling – An employee must receive prior approval from the employee’s Department Head to take vacation leave. A vacation leave of longer than one week will require at least one-month advance notice. Vacation leave credits may be used in increments of one-quarter hour. The Department Head will have total discretion in the approval of vacation leave.

Vacation Plan – Department Heads and supervisors are responsible for scheduling vacations in their departments with the objective to meet departmental workload needs and to maintain the expected service standards for Town residents.

Carry-over – Unused vacation leave, up to a maximum of forty hours, may at the option of the employee, either be carried over into a subsequent calendar year, or they may receive cash payment. Employees must declare their option on or before December 1st of each calendar year. The Town Board may provide an exception to this rule in the event of any extraordinary unanticipated circumstances and may refer any matter to any then existing Personnel Committee or Human Resources for recommendation. If any excess vacation leave hours beyond forty hours are allowed, then such hours must be utilized within the first three months of the next following calendar year or be lost.

Holiday During Scheduled Vacation – In the event a designated holiday occurs on an employee’s normal workday and the employee is on paid vacation, the employee will receive holiday pay for the day and the employee’s vacation leave credits will not be charged for that day.

Separation of Employment - An employee in good standing who resigns, retires or is laid off (a “departure”, or a “departing” employee) will receive cash payment for unused vacation leave to which the employee is entitled at the date of departure at the employee’s then current rate of pay. Generally, this number of vacation days or hours includes any existing carry-over vacation days that remain unused during the calendar year of departure, plus any vacation credited upon January 1 of the year of departure. To be eligible to receive this payment, the departing employee must give written notice at least two weeks in advance of the date of departure (being generally the last day of employment). “In good standing” generally means that the employee is not experiencing a departure due to, or as a result of, disciplinary reasons. In the event of departure due to the death of the employee, payment will be made per the above policy to the employee’s designated beneficiary or estate, as applicable.