



VACATION ENTITLEMENT POLICY

13-01

I. PURPOSE AND SCOPE

The purpose of this policy is to provide the procedure and rules for vacation entitlement for employees covered under the Town's Personnel Bylaw.

II. POLICY

A. Each benefit-eligible employee of the Town, subject to length of service requirements listed below, shall be granted an annual vacation with pay.

(1) Scheduling of vacation leave shall be at the discretion of the department head, in a manner that will assure that the work requirements of the department are met. Whenever possible, vacation requests of one week or more shall be submitted at least three weeks in advance. Reasonable consideration shall be given to the desires of each employee as to the period scheduled.

(2) Vacation pay shall be computed on the basis of 40 hours' straight time pay for each week, or portion of week, granted. Vacation entitlement shall be prorated to coincide with the employee's number of standard hours per week. The total of an employee's vacation hours and worked hours in any week shall not exceed the employee's standard hours. Temporary changes of less than 90 days to scheduled hours will not impact accruals.

(3) Vacation may be taken in increments of one hour. Vacation time may not be used to alter an employee's schedule on a regular or recurring basis.

(4) Part-time, intermittent and seasonal/temporary employees shall not be entitled to vacation with pay.

B. Length of service requirements.

(1) Accruals and maximum accumulations:

<u>Years of Service</u>	<u>Hours per Month</u>	<u>Annually</u>	<u>Maximum Accumulation</u>
Through 10 complete years	10	15 days	240 Hours or 30 day
Beginning the 11th year through through the 15th completed year.	13 1/3	20 days	320 Hours or 40 days
Beginning the 16th year and thereafter.	16 2/3	25 days	360 hours or 45 days

(2) "Continuous service" is defined as an uninterrupted period of Town employment on a regular basis. An employee transferring from one department to another without a break in service shall receive credit for vacation purposes for his/her total time of permanent Town employment.

C. Upon termination of employment, employees shall be paid for any earned but unused vacation time.

ADOPTED BY THE GROTON BOARD OF SELECTMEN: