

## PAID TIME OFF

### (Full-Time Employees)

#### **Holidays**

The Town observes 10.5 designated holidays: New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve closing at 12:00 p.m. (if the holiday falls on Monday through Friday) and Christmas Day. 20+ and 30+ employees are eligible for a prorated amount of holiday pay.

#### **Personal Leave**

Full-time employees receive 24 hours of Personal Leave per year (Fire department line employees receive 34 hours.) This benefit begins immediately and may be prorated for new employees based on date of hire. 20+ and 30+ employees are eligible for a prorated amount of personal leave.

#### **Vacation**

Full-time employee vacation accrual rates start at 80 hours per year and increase to 96 hours per year after completing two years of employment with the Town. (*Fire Line Employee accrual rates start at 112 hours per year and increase to 135 hours per year after completing 2 years with the Town.*) 30+ employees accrue 75% of the rate for full-time employees. Accrual rates increase again after five, ten, 15 and 20 years of service. Accruals begin immediately.

#### **Sick Leave**

Full-time employees accrue 96 sick hours per year (Fire Line employees accrue 135 sick hours per year.) 30+ employees accrue 75% of the rate for full-time employees. After 480 hours are accrued (675 hours for Fire Line employees and 360 hours for 30+ employees), sick leave is converted into vacation at the rate of two to one. Accruals begin immediately.

#### **Sick Leave Bank**

The Sick Leave Bank is designed to assist Town employees who have exhausted their available accrued leave time, including sick leave, vacation leave, or other available paid leave options during the employee's first 30 days of a catastrophic, non-work related illness or injury, or to care for a sick or injured family member.

#### **Short-Term Disability**

This program will provide for wage continuation for eligible employees at 60% of full pay from day 15 of disability until Long Term Disability insurance becomes effective at day 91.

#### **Long Term Disability**

The Town provides Long Term Disability equal to 60% of salary (to a maximum of \$7,000 per month) after 90 days of total disability.