

**RESOLUTION # ____ (2019) – APPROVE AMENDMENT TO PERSONNEL MANUAL
– VACATION ACCRUAL**

WHEREAS, in 2016 the Highway Department contract authorized Highway/DPW employees to receive their annual vacation allotment on January 1 each year, rather than in monthly increments, and

WHEREAS, at the time of the Highway/DPW change, it was also discussed to allocate town hall staff vacation allotment on January 1 each year, and

WHEREAS, for consistency purposes, payroll staff has recommended that town hall staff be allocated their full year's vacation allotment on January 1 each year, now therefore be it

RESOLVED, that in the interest of efficiency and consistency, the Town Board agrees to credit town hall employees with their annual vacation time on January 1 each year, beginning on January 1, 2020, instead of making monthly accruals, and be it further

RESOLVED, That the Town of Dryden Personnel Manual be amended to replace the Vacation Accruals Section in its entirety with the following language:

ACCRUAL

Vacation time will be allocated to each employee on January 1st each year, beginning in 2020.

Permanent employees (including only full time or part time employees, excluding temporary and seasonal employees) shall earn vacation time based on length of service with the Town.

New employees receive 5 days of vacation time on their one-year anniversary. No vacation is available before their one-year anniversary. Each January 1st thereafter, employees will be credited with vacation time based on the chart below

Term of Employment	Vacation Days Earned
First Anniversary	5
2 nd year	10
3 rd year	11
4 th year	12
5 th year	13
6 th year	14
7 th year	15
8 th year	16

9 th year	17
10 th year	18
11 th year	19
12 th year and beyond	20
Vacation leave shall not exceed 20 work days per year.	

Recognizing that vacation time may be used in hours, not just days, vacation hours shall be determined as follows:

- 40 hour/week employees receive 8 hours/day of vacation
- 35 hour/week employees receive 7 hours/day of vacation
- 25 hour/week employees receive 5 hours/day of vacation
- 20 hour/week employees receive 4 hours/day of vacation