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To: Town Board Members

From: Amanda Anderson

RE: Vacation Policy for New Employees

Date: November 9, 2020

In reviewing our personnel manual and recent resolutions from Town Minutes, I have discovered that new town employees (employed less than a year) are not allowed to have any vacation time for the first year of employment (Resolution #46, 2/14/2019). Not allowing new employees any time off except for holidays could be very discouraging for an employee. If the Town wants keep good employees, we need to treat them well and fairly.

The primary motivation for the resolution was to simplify the calculation of the vacation time and not have to keep up with a monthly accrual system. I agree that monthly updating of vacation time is very time consuming. The Personnel Committee and I recommend a simpler method of calculating vacation time for new employees and would allow employees to have some vacation time in their first year. Please note that this policy only applies to new Town Office building employees, the Highway and DPW employees' vacation time is governed by the union contract.

Current Method:

New employees are given 5 days of vacation time on their first anniversary. Then on January 1<sup>st</sup> after their 1<sup>st</sup> anniversary they are given 5 days. On January 1<sup>st</sup> of their 2<sup>nd</sup> year they are given 10 days. On January 1<sup>st</sup> of their 3<sup>rd</sup> year, they are given 11 days. The pattern continues until the maximum amount of days that can be allotted is 20 days.

Proposed Method:

New employees are not given any vacation time for their first 6 months. On their six-month anniversary, they are given 2.5 days. On their nine-month anniversary, they are given another 2.5 days. This will give the new employee a total of 5 vacation days during their first 12 months of employment that they can use in pieces or all at once after their nine-month anniversary. Then on their first anniversary they receive an additional 5 days. On the January 1<sup>st</sup> after their first anniversary (starting their 2<sup>nd</sup> year), they would receive 10 days. The annual accrual would be the same as the current method (increase by one day each year).

In essence, employees would receive 5 vacation days over their first 12 months and 5 vacation days on their 1<sup>st</sup> year anniversary. On the next January 1st following their 1<sup>st</sup> anniversary, the employee would receive 10 vacation days. From this point forward they would receive their vacation time at the beginning of the year like all other veteran employees.

Understanding that we have employees who work different hours, the term “day” refers to their normal weekday.

40 hour/week employees receive 8 hours/day of vacation

35 hour/week employees receive 7 hours/day of vacation

20 hour/week employees receive 4 hours/day of vacation

In the current Personnel Manual, employees must use 40 hours of vacation a year before they can receive a vacation buy-out option. This guideline will still be effective and new employees will not be eligible for this option because they will only have 40 hours available to them. As I am working on rewriting and updating the Personnel Manual, the Personnel Committee will be reviewing this policy to determine if it is beneficial to the Town and the employees.