

**RESOLUTION # - Amendment to Personnel Vacation Policy for New Employees**

WHEREAS, on February 14, 2019, the Dryden Town Board approved amended the policy for the accrual of vacation leave for town employees that changed from monthly accrual to an annual accrual, and

WHEREAS, the new policy indicates that new employees are not allowed any vacation time in their first year of employment with the Town, which is unfair and discouraging to new employees, and

WHEREAS, the Personnel Committee has reviewed the policy and recommended a new amendment to the Vacation Policy to allow new employees up to 5 hours of Vacation Leave in their first year of employment, and

WHEREAS, the Town Board discussed the recommended amendment during the Agenda Meeting on November 12, 2020, now therefore be it

**RESOLVED**, that the Dryden Town Board hereby approves the following amendment to the Vacation Policy for Town Employees not covered under the Highway/DPW union contract, retroactive to January 1, 2020:

**ACCRUAL**

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

Permanent employees (including 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 2 ½ days of vacation time on their six-month anniversary, 2 ½ days' vacation time on their nine-month anniversary and 5 days of vacation time on their one-year anniversary. No vacation is available before their six-month anniversary. Each January 1<sup>st</sup> thereafter, employees will be credited with vacation time based on the chart below:

<b>Term of Employment</b>	<b>Vacation Days Earned</b>
6 month Anniversary	2 ½
9 month Anniversary	2 ½
1 <sup>st</sup> Anniversary	5
2 <sup>nd</sup> Year (beginning Jan 1st)	10
3 <sup>rd</sup> Year	11
4 <sup>th</sup> Year	12

5 <sup>th</sup> Year	13
6 <sup>th</sup> Year	14
7 <sup>th</sup> Year	15
8 <sup>th</sup> Year	16
9 <sup>th</sup> Year	17
10 <sup>th</sup> Year	18
11 <sup>th</sup> Year	19
12 <sup>th</sup> Year & 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