



**Section 20: Vacation Leave**

Full-time employees will accrue vacation at the following annual rates:

Years of service Annual accrual rate

1<sup>st</sup> year .....5 days

2<sup>nd</sup> through 9<sup>th</sup> year .....10 days

10<sup>th</sup> year through 19<sup>th</sup> year .....11 days plus one day for each year over 10 years

20<sup>th</sup> and subsequent years .....20 days

Full-time employees will receive vacation leave pay at the employee's regular rate of pay. Part time employees will not receive vacation leave.

During an employee's probationary period, the employee does not accrue vacation leave pay. However, after the probationary period has ended and the employee is eligible, vacation leave pay will be considered to be accrued from the original date of hire.

Dates for vacation leave must be approved in advance by the employee's supervisor. Vacation leave approval will not be unreasonably withheld. Employees are strongly encouraged to take an annual vacation. Vacation leave may not be carried over from one year to the next.

An employee who resigns from employment with the Town will be compensated for unused vacation leave, provided that the employee gives at least two weeks written notice of the resignation, and provided that the employee has worked at least three months during that calendar year. During an employee's probationary period, the employee is not eligible for compensation for unused vacation leave.

**Section 21: Personal Leave**

Full-time employees will receive 3 personal leave days per year. An employee may use personal leave days for any purpose.

Full-time employees will receive personal leave pay at the employee's regular rate of pay.

Unused personal leave may not be carried over to the next year.

Upon separation from employment, an employee will not be compensated for unused personal leave.

**Section 22: Sick Leave**

Full-time employees will receive 3 paid sick leave days per year. Beginning in 2019 up to 5 paid sick days will be granted. An employee may use sick leave for an illness or injury that prevents the employee from performing the employee's job duties. An employee may also use sick leave to attend the following appointments that cannot be held outside normal working hours:

- A medical appointment
- An appointment eligible for short-term family leave under the provisions of the Vermont Parental and Family Leave Act (21 V.S.A § 472a).
- A funeral not eligible under Section 24
- A meeting with the employee's personal attorney
- An appointment for the closing, purchase, sale, or refinancing of a primary residence
- Any other appointments authorized in advance by the employee's supervisor

Full-time employees will receive sick leave pay at the employee's regular rate of pay. If an employee does not use all of the employee's sick leave in a year, the employee may carry a maximum of 3 sick leave days forward to the next year. If an employee has unused sick leave exceeding 3 days, the employee will not be compensated for that excess unused leave.

Upon separation from employment, an employee will not be compensated for unused sick leave.

**Section 23: Earned Sick Time**

In accordance with Vermont's Earned Sick Time Act, 21 V.S.A § 481-486, all employees will earn one (1) hour of earned sick time for every 52 hours of actual work, including overtime. An employee will be