



An hourly employee who is required to work on a holiday will be compensated at the rate of one and one-half times the employee's regular rate of pay.

If an hourly employee is not required to work on a holiday, hours paid for the holiday will be counted as hours worked when determining overtime compensation.

Holidays that fall during an employee's vacation leave will not be charged as vacation leave.

Section 19: Vacation Leave

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

<u>Years of Service</u>	<u>Annual Accrual Rate</u>
One year	1 week
Two years	2 weeks
Five years	3 weeks
Ten years and beyond	4 weeks

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

Employees are strongly encouraged to take an annual vacation. If an employee does not use all of the employee's vacation leave in a year, the employee will not carry unused vacation leave forward to the next year, nor will they be compensated for unused vacation days.

An employee who resigns from employment with the Town will be compensated for up to two weeks of unused vacation leave, provided that the employee gives at least two weeks written notice of the resignation.

Section 20: Personnel Time Off (PTO)

Employees receive five personal days per year. If an employee does not use all their PTO it will not be carried forward into the next year nor will the employee be compensated for any unused portion. PTO may be taken at anytime and for any reason including sick time, with notice given as soon as possible. Upon separation from employment an employee will not be compensated for unused PTO. Employees receive no paid sick leave days per year.

Section 21: Bereavement Leave

Employees will receive 3 paid bereavement leave days per death. Employees may use bereavement leave for the death of a close relative to include spouse, civil union partner, mother, father, siblings, step-siblings, children, stepchildren, grandparents, grandchildren, sisters and brothers-in law and parents-in law. An employee must request compensation for bereavement leave in writing.

Pay for bereavement leave will be at the employee's regular rate of pay.