



City of Easthampton
Department of Human Resources

Policies and Procedures

Vacation Leave Policy

Purpose

Vacation time is important and encouraged for employees to rest and pursue special interests apart from their job. The City of Easthampton provides paid vacation leave to all eligible employees to show appreciation for employees' dedicated service to the City.

Eligibility

Regular full-time employees and part-time employees who work twenty (20) hours or more per week, are not covered by collective bargaining agreements, and are not represented by any recognized collective bargaining agent are eligible for vacation time. Members of recognized collective bargaining units should refer to their respective bargaining agreements for their vacation leave details.

Interns, temporary, seasonal, or emergency employees are not eligible for vacation leave.

General

Changes in vacation rate accruals (both increases and decreases) are effective on an employee's anniversary date or status change month. New employees shall accrue vacation leave during their first three (3) months of employment but may not take leave until they have completed three (3) continuous months of employment. Vacation shall not accrue during periods of leave with or without pay, including periods of short-term disability, long-term disability, and worker's compensation.

Vacation is credited on a pro-rated basis for all hours paid while an employee is in eligible full-time status. Vacation time may not be used until earned, and vacation accrual balances shall not exceed at any time the maximum yearly accrual.

Vacation time is accrued bi-weekly and is calculated based on an employee's anniversary date and status change. Accruals are as follows:

Continuous Service	Accrual Per Hour Worked	Weeks Per Year
Less than 5 years	0.03846	2
At least 5 years, but less than 10	0.05769	3
At least 10 years, but less than 20	0.07692	4
20 years or more	0.09615	5

Accrued vacation time is expected to be used before or when maximum yearly accruals occur. Employees may not carry over accrued time beyond their maximized amount. Vacation time not used is forfeited. Under particular circumstances, with the Mayor's approval, employees may carry over up to one (1) year of accrued vacation time.

Scheduling

Vacation requests should be approved by an employees Department Head or appointing authority. Employees should make reasonable efforts to request vacation time as far in advance as possible. Vacation should be scheduled to cause the least interference with the operations of an employee's department. The City reserves the right to deny vacation requests as necessary.

Employees may not take more than two (2) continuous weeks of vacation leave at any one time. To ensure proper fiscal year-end closing, employees may not take more than three (3) consecutive days off for vacation from June 15th to July 15th each year.

Illness suffered during an employee's scheduled vacation time will be considered vacation time rather than paid sick leave. If a holiday falls within an employee's vacation period, that employee will not be charged vacation leave for that day.

Persons re-employed by the City after having previously terminated employment for any reason shall be considered new employees. Their vacation leave status shall be computed from the date of the most recent hire.

Persons eligible for vacation leave under these rules and whose services are terminated for any reason shall be paid out according to prevailing state law.

Mayor's Office Approval: DocuSigned by:
Nicole LaChapelle
9353269BA652422... Date: 8/15/2021

Prepared by: *Emily Russo, Director of Human Resources*