

**ARTICLE 13 - AUTHORIZATION TO AMEND THE PERSONNEL BYLAW OF THE
GENERAL BYLAWS**

REDLINE

N- VACATIONS

1- Vacation Year and Accrual Rate Table

For employees hired after the October 2023 Town Meeting, the vacation year is the fiscal year for the Town of West Boylston from July 1st through June 30th and vacation shall be accrued on a monthly basis, according to the Accrual Rate Table below. Accrual begins on the employee's first day of service. Upon the employee's anniversary date the accrual rate will increase in accordance with the Accrual Rate Table below. On July 1, 2024, employees hired prior to the October 2023 Town Meeting shall begin to accrue their vacation on a monthly basis as set forth in the Accrual Rate Table Below.

Accrual Rate Table

<u>Length of Service</u>	<u>Vacation Time Accrued</u>
<u>6 months but less than 1 year</u>	<u>1 work week annually*</u>
<u>1 through 4 years</u>	<u>2 work weeks annually*</u>
<u>5 through 9 years</u>	<u>3 work weeks annually*</u>
<u>10 through 19 years</u>	<u>4 work weeks annually*</u>
<u>20 years or more</u>	<u>5 work weeks annually*</u>

Employee's entering service to the Town of West Boylston who have been employed in a similar capacity with another Municipality may be credited for their length of service in a similar employment system as if they had an equivalent length of service to the Town of West Boylston subject to the approval of the Select Board and Town Administrator.

*Vacation time will be based on an employee's weekly number of hours worked. For example, if an employee works 40 hours a week, their work week accrual will be 40 hours. If an employee works 32.5 hours a week, their work week accrual will be 32.5 hours.

2- Vacation Preference Priority

When compatible with efficient operations, vacation preference priority is normally given to the employees in descending order of their job grades and classes and according to length of service among those on the same job grade or class.

~~3- Vacation Allowances~~

~~As indicated below, vacations will be credited on the first day of the town's fiscal year. Employees who will earn an additional week's vacation in the then current year may be granted this additional weeks' vacation before their anniversary date, but shall not be paid for this time until after the aforesaid anniversary date.~~

~~LENGTH OF SERVICE ————— DAYS ALLOWED~~

6 months but less than 1 year	5
1 through 4 years	10
5 through 9 years	15
10 through 19 years	20
20 years or more	25

~~Only employees who have completed fifteen (15) years of continuous service with the town as of June 30, 1997 shall be entitled to twenty-five (25) days of vacation annually. A27 Oct 20, 1997, A12 Nov 9, 1998~~

3- Part-time Employees

Part-time employees will receive pro rata vacation time (based on the last six (6) months of service) according to the vacation Accrual Rate Table above.

4- Utilizing Vacation Time in Advance of Accrual

In order to provide flexibility in scheduling vacations, paid vacations may be taken before time is actually accrued, with advance written approval of the Department Head and Town Administrator. This accommodation is made with the expectation that the employee will accrue the entire vacation allotment for that year. Employees will be required to pay back any portion of unearned vacation that was paid in advance if the employee should leave the Town's employment prior to that vacation time becoming accrued.

54- Carryover

~~The d~~Department heads may approve the request of an employee to carryover~~defer~~ one (1) week vacation; or work demands may require a department head to request an employee to ~~defer~~ carryover one (1) week vacation. Any vacation time carried over~~deferred vacation time~~ must be taken within one (1) year~~of the deferral~~. All carryover requests must be submitted to the department head no later than June 1st of each year.

65- Eligibility

Eligibility for vacation pay is based on the following rules:

- a) an employee separating, whether voluntarily or involuntarily, terminating before completing six (6) months of service will receive vacation no pay that they have accrued but have not taken through the date of separation;
- b) an employee on leave of absence without pay will not accrue vacation credit~~time~~;
- c) an employee on leave of absence for sickness or injury will not accrue vacation benefit~~time~~. ***Plan to remove line 6(c) within the wording of the motion**

6-Part-time Employees

~~Part-time employees will receive pro rata vacation time (based on the last six (6) months of service) according to the vacation schedule above.~~

~~7- Vacation Pay~~

~~The Town Accountant may pay employees in advance of their vacation in accordance with the provisions of Chapter 44, Section 65 MGL accepted by Town Meeting on June 10, 1974.~~

~~87- Vacation Scheduling~~

~~Except in the case of emergency, requests for use of vacation time shall be submitted to the department head no later than one (1) week prior to the requested time off. All vacation time shall be taken in five (5) day workweek increments. An employee, except that with the department head approval, an employee may take vacation days in increments less than workweek increments with department head approval. Vacation leave shall be granted by the department head provided there is adequate staffing within the department to efficiently meet the needs of the public and manage the workload and responsibilities of the department. A28 Oct 20, 1997~~

~~98- Vacation Buyback~~

~~Employees may buy back up to one (1) week of vacation at the end of the fiscal year at the then current rate of compensation for the employee, and the town shall pay the buy back for vacation earned in the preceding fiscal year on or before the first payroll in the month of August. All buyback requests must be submitted to the department head no later than June 1st of each year.~~