



Town of Hubbardston

7 MAIN STREET
HUBBARDSTON, MASSACHUSETTS 01452
(978) 928-1400 FAX (978) 928-3392

PERSONAL LEAVE

All full-time employees, part-time employees with benefits, having completed a probationary period, are entitled to two (2) paid personal days each year. Part-time employees with leave benefits are entitled to one (1) paid personal day each year. For the purposes of this policy, each year is defined as the town's fiscal year. For employees who start employment during the fiscal year, personal days will be prorated and available at the end of a probationary period.

Personal days must be scheduled with the approval of the Department Head at least two (2) weeks prior to their contemplated use. Personal days are not to be used as vacation and may not be combined with vacation leave or holidays. Personal days cannot be carried over from year to year, and they are forfeited when employment ends for any reason.