



Town of Hubbardston

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VACATION LEAVE POLICY

I. ACCRUALS

Vacation is accrued annually for all employees on July 1. Employees eligible for Vacation Leave include Full Time Employee (40 hours and 35 hours) and part-time with benefits employees (pro-rated). Annual vacation with pay will be granted to all eligible employees in the following manner:

- Hire to 1 year of service: 1 week

(accrued continuously, available after 6 months of service)
- 1 year of service: 2 weeks
- 4 years of service: 3 weeks
- 8 years of service: 4 weeks

This policy will not reduce vacation time; if a situation exists where this policy reduces an employee's vacation time, the employee will retain the greater time and be exempt from the policy change until the next "increase" or they have reached the maximum of four weeks.

II. USING TIME

An advance written request from the employee to the supervisor is required if the employee is requesting vacation of one week or more. This request must be at least two weeks prior to the start date of the vacation being requested. Approval will be based upon the scheduling needs of that department/board. If an employee wishes to take vacation in less than full week increments, the supervisor must be notified both verbally and in writing. Please note that all vacations must be pre-approved by the supervisor, based on the scheduling needs of that particular department or board.

III. PROBATIONARY EMPLOYEES

Employees serving in their first year of employment with the Town of Hubbardston will accrue one week of vacation leave, pro-rated to service time and time remaining before July 1, during their first year. The employee will be authorized use of that accrual after six continuous months of service or the end of their probationary period. On July 1 of their hire year, they will be eligible to carry over any vacation time not used during their probationary period. Probationary employees who are terminated during their probationary period will not be compensated for accrued vacation. Payment for accrued but unused vacation shall be made to any employee who has completed at least one year of employment.

IV. CARRYOVER

With the approval of the Department Head, an employee may carry over a maximum of five (5) days of vacation into their next year of employment. The request for vacation carryover must be made in writing at least thirty (30) days prior to the employee's anniversary date and carried-over vacation must be used within two (2) months of the new fiscal year.

V. HOLIDAYS

If the employee requests a one-week vacation, and a paid holiday occurs during this week, the employee will be paid for holiday rather than having to use a vacation day if employee is eligible for holiday pay.