



TOWN OF FOXBOROUGH
COMMONWEALTH OF MASSACHUSETTS
VACATION POLICY

Article 2 Section B

2-B-1. COVERAGE

Full-time employees and Regular Part-time employees covered under Personnel Bylaw.

2-B-2. VACATION LEAVE

(a) Beginning July 1, 2015 all employees covered by this policy shall be credited at the completion of each fiscal month with vacation accrual consistent with the vacation schedule below. This accrual is based on the number of previously completed years of continuous benefited employment. Regular part time employees will be prorated according to the average weekly hours worked.

Years of Completed Service	Vacation Entitlement	Vacation days accrued per month
0-4	10	.83
5	15	1.25
6	16	1.33
7	17	1.42
8	18	1.50
9	19	1.58
10 -11	20	1.67
12-13	21	1.75
14-15	22	1.83
16-17	23	1.92
18-19	24	2.00
20 or more	25	2.08

2-B-3 GRANTING OF VACATION UPON EMPLOYMENT

(a) The Town Manager reserves the right to determine vacation accrual upon employment

2-B-4 PROBATIONARY PERIOD

(a) A newly benefited employee may be advanced up to (5) vacation days before his/her six month probationary period has been completed

2-B-5 ACCRUAL AND USE OF VACATION LEAVE

(a) A new benefited employee will begin accruing vacation time during the first month of employment at a rate of .83 vacation days per month unless otherwise determined by section 2-B-3

(b) There shall be no monetary payment for vacations not taken

A "vacation day" is based on an employee's average daily hours

2-B-6 CARRYOVER OF VACATION LEAVE

(a) Employees shall be allowed to carry over up to two (2) weeks of vacation time into the next fiscal year. This vacation carryover must be used within the fiscal year that it is carried forward to. Requests should be made in writing to the Town Manager.

(b) Effective July 1, 2015, during the transition to this new method of 'real-time accrual' employees covered by this policy may carryover an additional 25% of accrued vacation each year through June 30, 2019.

10-4. TERMINATION

(a) Employees leaving Town service will receive a prorated vacation accrual payout based on successfully completed months of work during the fiscal year of termination. The calculation will be determined in advance by the Finance Director and approved by the Town Manager.

(b) If employment is terminated for any reason before the completion of employee's 6 month probationary period as a benefited employee, an employee that has been advanced up to five (5) days of vacation time must reimburse the Town for the advanced vacation time.

10-5. DEATH

(a) Whenever employment is terminated by death, the beneficiary of the deceased shall be paid an amount equal to the total Vacation Balance previously earned up to the time of death

Reviewed by the Foxborough Board of Selectmen

June 23, 2015

Date



Approved by William G. Keegan Jr. , Town Manager

June 24, 2015

Date