

PTO/SICK Time and Vacation Time for all Town Employees

All part time employees of the Town as designated by the Select Board shall receive one hour of PTO/SICK time for every forty hours of work performed up to forty hours. PTO/SICK time not used can be carried forward to the next calendar year but the total time available will not exceed forty hours in any calendar year.

All full time employees as designated by the Select Board shall receive fifty-two hours of PTO/SICK time on January 1 of each calendar year. Hours not used by full time employees cannot be carried forward to the next year.

All full time employees as designated by the Select Board shall receive paid vacation time at their pay rate according to the following schedule:

- A) Years one thru five-forty hours
- B) Six years plus-eighty hours

Vacation time not used during any calendar year will not carry forward to the next year and will expire. Employees will not be reimbursed for vacation time not used in the calendar year.

Any deviation from this policy will be considered on an individual basis by the Selectboard.