

City of Northampton, Massachusetts
Human Resources Department

Effective Date: 5/22/96
Revision Date: 12/8/2006

PAID TIME OFF BENEFITS

POLICY

It is the policy of the City of Northampton to grant eligible employees a paid time off benefit for their discretionary use.

APPLICATION

This policy is applicable to all non-represented employees of the City. Excluded are School Department personnel, Smith Vocational High School employees, employees covered by collective bargaining agreements, and elected officials.

ELIGIBILITY

Eligible employee: a City of Northampton employee who is hired to work in a regular position, and who is regularly scheduled to work 20 or more hours per week.

Vacation time: The amount of vacation time accrual is based on the employee's length of service with the City and their regular work assignment.

The maximum accrual is based on the employee's work assignment and continuous length of service with the City.

- Employees who have completed less than five full years of service with the City are entitled to ten working days of vacation per year.
- The maximum an employee who has completed five years, but not completed ten full years of service with the City is entitled to accrue is fifteen working days per year.
- Employees who have completed ten years but less than fifteen full years of service with the City are entitled to twenty working days of vacation per year.
- Employees who have completed fifteen years of service or more with the City are entitled to twenty-five working days of vacation per year.

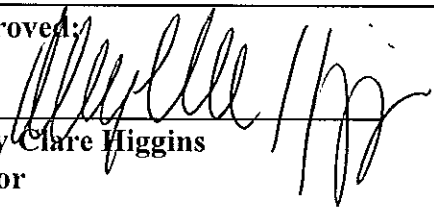
Personal time: At the beginning of each calendar year, eligible employees will receive the equivalent of three days worth (three days at current work assignment) of time to use at their discretion. This time may be used for illness of the employee or a family member or for a prescheduled day off. Unused personal time does not carry over to the next calendar year, and any remaining balance of personal time will be transferred to the employee's sick time bank at the end of that calendar year.

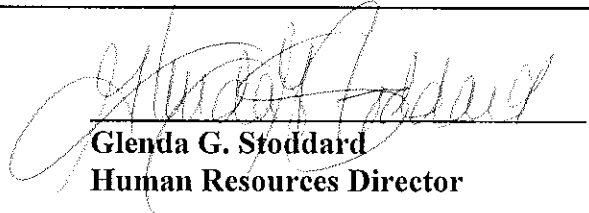
GENERAL GUIDELINES

1. Except in the case of an emergency, use of vacation time should be requested at least one full week in advance unless department policy dictates otherwise. All requests for use of vacation time must be approved by the employee's supervisor.

2. **Vacation time:** New employees in Grades 11 and above are eligible to use their annual vacation accrual on their date of hire. This may mean that their vacation accrual balance will go into the negative. This benefit is not considered fully earned until the employee's one year anniversary. Therefore, if an employee separates employment from the City prior to reaching their one year anniversary, and the employee had a negative balance of vacation, the employee will owe the City the amount of the negative balance.
3. **Personal Time:** In the *first year* of employment, employees hired *before July 1st* will receive three (3) personal days. Employees hired *after July 1st* will receive one and a half (1 ½) personal days. Employees shall provide a twenty-four (24) hour advance notice to the Mayor, immediate supervisor, or department head prior to use of Personal Time. Personal days can be used in hourly increments.
4. Part-time employees (regularly scheduled for 20 hours or more per week) receive prorated benefits.
5. Vacation time will not accrue in any pay period in which the employee is in a No Pay status 51% or more of their regular schedule.
6. Any employee who separates from employment with the City (by resignation, termination, retirement or death) shall receive the balance of their vacation time paid out in the pay period after their last day of work, except as outlined in #2 of these General Guidelines. An employee who voluntarily separates employment and gives appropriate notice (see Resignation policy) and has two or more weeks worth of vacation accrual on their last day of work, may choose to have the vacation time paid out in bi-weekly amounts for up to four (4) weeks. During that terminal payout period, the employee could maintain their group health insurance, but would not accrue any vacation (or sick) time. Personal time is not paid out when an employee separates. All other benefits end on the employee's last day of work.
7. Employees may not carry over more than five weeks of vacation time (i.e. five weeks of their regular schedule in vacation time) from one calendar year to the next. If there are extraordinary work circumstances that cause the department manager to be unable to approve the use of vacation time, the department manager would need request an exception, in writing, and submit it to the Director of Human Resources by December 15th. If an exception is approved by the Mayor and Director of HR it would apply for that year only.

Approved:


Mary Clare Higgins
Mayor


Glenda G. Stoddard
Human Resources Director

Revision History: 01/02, 03/02 (Replaces 600-1A, Annual Leave & 600-3, Short-term Personal absences)