

**Town of Needham
Vacation Leave Policy
Leave Administration #310**

1. PURPOSE AND SCOPE

The purpose of this document is to outline the Town's policies on vacation use and accrual, and to ensure that employees' vacation benefits are implemented equitably and consistently.

2. APPLICABILITY

This policy applies to all non-represented full-time and regular benefit-eligible part-time General Government employees.

3. DEFINITIONS

Refer to Policy #100 Definitions for commonly used words and phrases.

4. POLICY

It is the policy of the Town of Needham to grant employees vacation leave for service performed for the Town. Employees are credited with earned vacation leave on a monthly basis, subject to a maximum vacation accrual cap. Vacation may be taken at any time, subject to the approval of the department manager or appointing authority.

5. PROCEDURES

5.1 Accumulation

5.1.1 Employees will be credited with their earned vacation leave on the last day of each full calendar month of service, up to their maximum vacation accrual cap.

5.1.2 Employees who are on unpaid leave for more than five (5) days during a calendar month shall not receive credit for that month for the purposes of vacation accrual.

5.2 Accrual Rate

5.2.1 Subject to the provision of this subsection and subsection 5.5.2 of this policy, vacation leave will be granted as follows. Rates are expressed based on full-time employment of 37.5 or 40 hours per week. Benefit-eligible employees who service is less than full-time will accrue vacation in the ratio that such part-time service bears to full-time service.

Stage	Accrual over 12 months	37.5 hours/week		40 hours/week	
		Monthly Accrual Rate:	Max Accrual Cap:	Monthly Accrual Rate:	Max Accrual Cap:
Stage 1	10 days (2 weeks/yr)	6.25 hours	150 hours	6.67 hours	160 hours
Stage 2	15 days (3 weeks/yr)	9.38 hours	187.5 hours	10 hours	200 hours
Stage 3	20 days (4 weeks/yr)	12.5 hours	225 hours	13.34 hours	240 hours
Stage 4	25 days (5 weeks/yr)	15.63 hours	262.5 hours	16.67 hours	280 hours

Employees may not accrue paid vacation time in excess of their annual accumulation plus ten (10) days (the maximum vacation accrual cap). Once an employee has reached his or her maximum vacation accrual cap, the employee shall cease to accrue vacation time. An employee will resume accrual of vacation under the above schedule when, and to the extent that, his or her total accumulated vacation time falls below his or her maximum vacation accrual cap.

- 5.3 Accelerated Vacation Accrual Rate New hires will start at the Stage 1 accrual rate unless pre-approval is granted as follows: upon receipt of a written request from a Department Manager and Director of Human Resources, the Town Manager may approve an accelerated vacation accrual rate in extenuating circumstances such as for new hires with previous service in a similar position, upon promotion, or where such adjustment is deemed necessary to recruit or retain qualified employees in accordance with prevailing market conditions.. Such acceleration may not exceed the Stage 3 rate.

Progression Schedule through Accrual Rate Stages		
Stage	Monthly Accrual over 12 months	Years at Stage (Accrual Rate)
Stage 1	10 days (2 weeks/yr)	5 years
Stage 2	15 days (3 weeks/yr)	5 years
Stage 3	20 days (4 weeks/yr)	10 years
Stage 4	25 days (5 weeks/yr)	Max

- 5.4 Transition Year Vacation leave accrual rates will be adjusted on the first day of the month in which an employee will be eligible for additional vacation leave. Employees are eligible for additional vacation leave in accordance with the progression schedule listed in the table above, subject to adjustment in accordance with Sections 5.1.2 and 5.3 above.

- 5.5 Vacation Use

- 5.5.1 Vacation leave will be available for use on the first day of the month following the month that the vacation was earned and credited to the vacation bank.
- 5.5.2 The Department Manager may recommend to the Director of Human Resources, and the Town Manager may approve, a temporary increase in the maximum vacation accrual cap in extraordinary circumstances, when it would be impractical for the employee to take his or her vacation. Such situations shall include, but not be limited to, employee illness, staff turnover, or departmental workload. Any such increase is subject to a review in six (6) month increments, and may not exceed 75 or 80 hours (based upon accrual type).
- 5.5.3 Employees who are not able to take vacation due to departmental workload may convert a maximum of five days of vacation days to non-occupational sick leave days per fiscal year.
- 5.5.4 Employees may have the Town buy-back up to ten (10) vacation days per fiscal year at their regular rate of pay, subject to appropriation.
- 5.6 Termination
 - 5.6.1 When an employee leaves Town service for any reason, he or she will be paid an amount equal to the vacation allowance accrued but unused prior to the termination.
 - 5.6.2 Employees who leave Town service in good standing and who return within two years will be entitled to receive credit for prior service for the purpose of calculating continuous service for vacation accrual. The length of absence shall not be included in the calculation of continuous service.
- 5.7 Exceptions The Town Manager has the discretion to interpret and make exceptions to this policy if it is deemed to be in the best interest of the Town.