To: All Full Time Staff

From: The Personnel Board

Re: Update on Vacation Carry-Over Policy/COVID

Date: November , 2021

After 20 months of uncertainty surrounding the ongoing pandemic and a spike of cases on the Vineyard over the summer that triggered a reinstated mask mandate, we realize people may still be hesitant to make vacation plans or that work responsibilities have required vacation plans to be changed.

On May 18, 2020 the board put a temporary policy in place to allow people to carry over their vacation time to June 30, 2022. At the October 18, 2021 meeting, we refined the wording of this policy to clarify the time frame it covers

Earned and held over vacation on the books as of March 10, 2020 (the date Governor Baker declared a State of Emergency and town offices closed) through June 15, 2021 (the date Governor Baker lifted the State of Emergency) must be used by June 30, 2022. If you do not know how much vacation time you have that will expire on June 30, please check with Kathy Logue so that you can plan accordingly.

Earned vacation time accrued after June 15, 2021 will be treated in accordance with Section 12-3 which allows employees to carry over up to one year of earned vacation for the next 12 months with the approval of the Department Head.

Keep in mind that employees with 10 or more years of service have an option to work up to half of earned vacation time from the current year with the approval of the Department Head and if your budget has the money to cover the cost. Exceptions to the 10 -year rule may be granted by the this Board.

Please return a signed and dated copy of this policy acknowledging your receipt and understanding of it.

If you have questions, please email of call Maria.

Thank you all for your continued dedicated service to the Town.

Leon Brathwaite

Janice Haynes

James Klingensmith

Hunter Moorman

Brian Smith

Employee Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_