

POLICY # N4-1.2

PERSONAL LEAVE NON-UNION EMPLOYEES

It is the policy of the Town of Wayland to provide benefits-eligible, non-union regular employees with personal leave for the purpose of addressing personal issues that arise which require employees to be absent from their work assignments.

Accrual

Regular non-union employees in pay status on January 1st of each calendar year, or hired between January 1st and March 31st, shall receive 2 personal days.

Regular non-union employees hired between April 1st and June 30th, shall receive 1.5 personal days.

Regular non-union employees hired between July 1st and September 30th, shall receive 1 personal day.

Regular non-union employees hired between October 1st and December 31st, shall not receive any personal days.

Personal Leave - Part-time Non-Union Employees

Regular non-union part-time employees will earn personal leave at the same rate as identified in the applicable sections above, calculated on the number of hours worked divided by the full-time schedule, provided that they work at least 20 hours per week.

Usage

Personal days may be used in ½ day increments. Personal Leave must be pre-approved by the Department Head, Asst. Town Administrator or Town Administrator. However, it is recognized that advance notice may not always be possible if the employee has an emergency situation.

Carryover

The personal leave year is defined as January 1st to December 31st. Personal leave may not be carried forward to the next year. Unused personal leave will be forfeited on December 31st. There shall be no advance of personal leave.

Separation of Employment

There will be no payment for unused personal leave upon separation from employment.