

TOWN OF HOLLISTON FINANCIAL PROCEDURES

Employee Accruals for Non-Collective Bargaining Employees

Purpose

To inform all non-collective bargaining employees (employees) who are governed under the Consolidated Personnel By-Laws of revisions for employee accruals and to limit the Town's financial obligations.

This policy encourages all employees to use their vacation and compensatory time accruals in a timely manner.

Vacation Policy

Employees will be allowed to carry over no more than two (2) weeks of vacation to the next fiscal year with the written permission of the department head and Town Administrator.

Employees will submit a written request to carry over vacation to their department head by June 1. If the department head approves the request, the request will then be forwarded to the Town Administrator for final approval no later than 10 business days following the end of the fiscal year.

No buy-out of unused vacation time will be allowed unless the employee is resigning or retiring prior to the end of the fiscal year or upon the death of the employee. Retiring employees will receive a maximum buy-out of up to two weeks of their unused vacation time plus their accrued vacation time at time of their retirement.

Compensatory Time Policy

Employees are not allowed to carry over compensatory time from one fiscal year to the next.

No buy-out of unused compensatory time will be allowed unless the employee is resigning or retiring prior to the end of the fiscal year or upon the death of the employee.

Holliston Board of Selectmen

Joseph P. Marsden, Chair

John D. Leary, Jr., Vice-Chair

Kevin P. Conley, Clerk
Approved: May 27, 2015