

**Town of Concord
Summary of Leave Benefits
for Non-Union Employees**

This chart contains a summary of the leave benefits provided to regular-status Town of Concord employees covered by the Town's Personnel Bylaw; it does not apply to members of the Police, Fire, Dispatcher, Library, and Highway & Grounds bargaining units. This summary is not an official document and in no way supercedes the Personnel Bylaw and/or Personnel Policies and Procedures (PPPs) -- if discrepancies exist, those documents take precedent. Employees are encouraged to read the Bylaw and PPPs in order to obtain complete information, and to contact the Human Resources Department for further clarification.

TYPE OF LEAVE	AMOUNT OF LEAVE	COMMENTS
<p>Vacation Leave Position Classification Group:</p> <p>Administrative-Clerical Trades-Crafts-Labor Electrical Labor Telecommunications Technicians Media Specialists Human Services, Grade HS-A Swim & Fitness, Hourly</p> <p>Managerial-Professional Electrical Management Human Services, Grade HS-1 Telecommunications Management Swim & Fitness, Exempt</p> <p>Human Services, Grade HS-2</p>	<p>@ hire = 10 days per year @ 3rd anniversary = 15 days @ 10th anniversary = 20 days @ 20th anniversary = 25 days</p> <p>@ hire = 15 days per year @ 5th anniversary = 17 days @ 8th anniversary = 20 days @ 20th anniversary = 25 days</p> <p>@ hire = 15 days per year</p>	<p>1/12 of annual vacation is accrued each month; no use before earned</p> <p>Unused vacation is paid at termination of employment</p> <p>Maximum accrual = annual accrual + 5 days (exceptions require Town Manager's approval)</p>
<p>Sick Leave</p>	<p>12 days per year (3 days accrued upon hire; after 3 months service, 1 day is accrued each month)</p>	<p>Available as earned</p> <p>No maximum accrual</p>
<p>Family Sick Leave</p>	<p>5 days of the employee's sick leave may be used each fiscal year to care for an immediate family member</p>	<p>Immediate Family Member = spouse, child, parents, and other dependents (PPP #11.2-1 provides definitions & exceptions)</p>
<p>Personal Leave</p>	<p>3 days per fiscal year, available to use each July 1; however, 1/12 of annual amount is earned each month</p>	<p>Unearned portion must be paid back if employment ends before June 30</p> <p>Unused time is lost at end of fiscal year* & termination</p> <p>*except for new employees</p>

TYPE OF LEAVE	AMOUNT OF LEAVE	COMMENTS
<p>Holidays <i>See below if employed at Beede Center</i></p>	<p>New Year's Day Martin Luther King Day Presidents' Day Patriots' Day Memorial Day Juneteenth Independence Day Independence Day Labor Day Indigenous Peoples' Day/ Columbus Day Veterans' Day Thanksgiving Day Day After Thanksgiving Christmas Day</p>	<p>If the holiday falls on a Saturday, Town offices are closed on Friday; if the holiday falls on a Sunday, offices are closed on Monday</p> <p>Holiday pay is pro-rated for part-time employees</p> <p>Must be on paid status on the work days immediately preceding and following a holiday in order to receive holiday pay</p>
<p>Employees of Beede Center <i>The Beede Center's operating hours on holidays are dictated by the swim & fitness market.</i></p>	<p>Closed All Day Patriots' Day Easter Day Memorial Day Juneteenth Independence Day Independence Day Labor Day Indigenous Peoples' Day/ Columbus Day Christmas Day</p> <p>Closed Part of Day New Year's Eve New Year's Day Thanksgiving Day Christmas Eve</p>	<p>Full-time employees are granted 72 hours of holiday leave each calendar year in recognition of the holidays on which the Beede Center's operating hours are modified. Holiday hours are pro-rated for part-time employees.</p> <p>Must be on paid status on the work days immediately preceding and following a holiday in order to receive holiday pay</p>
<p>Bereavement Leave</p>	<p>Up to 5 days, as needed for death of immediate family member</p> <p>1 additional day may be granted by the Town Manager when extensive travel or other unusual circumstances exist</p>	<p>Immediate Family Member = spouse, parents, parents-in-law, grandparents, siblings, children, grandchildren. Also, any dependent residing with employee at time of death (PPP #14-1 provides definitions & exceptions)</p>
<p>Military Leave</p>	<p>Up to 17 days of regular pay, plus any other leave granted by Mass. General Law</p>	<p>Reservists receive this pay, in addition to any military pay, for their annual tour of duty</p>
<p>Unpaid Leave</p>	<p>Town Manager approval required</p>	<p>Unpaid leave will always be granted in accordance with any applicable laws; leaves not covered by law will be considered on an individual basis</p>