

## Town of Concord

### Summary of Leave Benefits for Non-Union Employees

This chart contains a summary of the leave benefits provided to full-time, regular-status Town of Concord employees covered by the Town's Personnel Bylaw; it does not apply to members of the Police, Fire, Dispatch, Library, and Highway & Grounds bargaining units. This summary is not an official document and in no way supersedes 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														
<b>Vacation Leave</b>	<p>The amount of paid vacation time earned by regular-status employees is based upon the type of position held by the employee and their years of service with the town.</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Years of Service</th> <th style="text-align: left;">Annual Accrual</th> </tr> </thead> <tbody> <tr> <td>First 5 years</td> <td>15 Days</td> </tr> <tr> <td>After Completion of 5 Years</td> <td>17 days</td> </tr> <tr> <td>After Completion of 8 Years</td> <td>20 days</td> </tr> <tr> <td>After Completion of 20 Years</td> <td>25 days</td> </tr> </tbody> </table> <p>Child Care/Education Specialist (HS-2) Employees:</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Years of Service</th> <th style="text-align: left;">Total Accrued Vacation per Year</th> </tr> </thead> <tbody> <tr> <td>@ hire</td> <td>15 days</td> </tr> </tbody> </table>	Years of Service	Annual Accrual	First 5 years	15 Days	After Completion of 5 Years	17 days	After Completion of 8 Years	20 days	After Completion of 20 Years	25 days	Years of Service	Total Accrued Vacation per Year	@ hire	15 days	<p>1/12 of annual vacation is accrued each month; no use before earned.</p> <p>Maximum accrual = annual accrual + 5 days</p> <p>Unused vacation is paid at termination of employment.</p> <p><a href="#">PPP #13 Administration of Vacation Leave</a></p>
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<b>Sick Leave</b>	<p>12 days per year (3 days accrued upon hire; after 3 months service, 8 hours are accrued each month)</p>	<p>Sick leave may be used for an employee's illness, injury, or medical appointments and may also be used to care for an ill or injured immediate family member.</p> <p>Available as earned, no maximum accrual.</p> <p><a href="#">PPP #11 Administration-of-Sick-Leave</a></p>														
<b>Personal Leave</b>	<p>3 days per fiscal year, available to use each July 1; Newly hired employees will be awarded personal leave for the current fiscal year based upon their date of hire as follows:</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Date of Hire Range</th> <th style="text-align: left;">Days Awarded at Time of Hire</th> </tr> </thead> <tbody> <tr> <td>July 1 to October 31</td> <td>Three (3) Days</td> </tr> <tr> <td>November 1 to February 28/29</td> <td>Two (2) Days</td> </tr> <tr> <td>March 1 to June 30</td> <td>One (1) Day</td> </tr> </tbody> </table>	Date of Hire Range	Days Awarded at Time of Hire	July 1 to October 31	Three (3) Days	November 1 to February 28/29	Two (2) Days	March 1 to June 30	One (1) Day	<p>There is no restriction on use of personal leave during the in-training period.</p> <p>Unused time is lost at end of fiscal year &amp; termination.</p> <p><a href="#">PPP #15 Personal Leave</a></p>						
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<b>Bereavement Leave</b>	<p>Up to 5 days for spouse, domestic partner, parent, or child (including adopted, step, or foster, or legal ward).</p> <p>Up to 3 days for parent-in-law, grandparent, sibling, grandchild, or member of the immediate household with whom the employee has financial and emotional interdependence.*</p> <p>Up to 1 day for child-in-law, sibling-in-law, niece/nephew, aunt/uncle.</p>	<p>*This shall also include any person of a dependent relationship who had been a regular resident of the employee's household at the time of his/her death. In this application, dependent relationship shall mean a close relationship that includes financial and emotional interdependence. For example, such individuals may include unmarried partners, but would not include roommates or boarders.</p> <p><a href="#">PPP #14 Bereavement Leave</a></p>														

<p><b>Holiday</b></p> <p><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  Labor Day  Indigenous Peoples' 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><a href="#">PPP #12 Holiday Pay</a></p>
<p><b>Holiday for Employees of Beede Center</b></p> <p><i>The Beede Center's operating hours on holidays are dictated by the swim &amp; fitness market</i></p>	<p><b>Closed All Day</b>  Patriots' Day  Easter Day  Memorial Day  Juneteenth  Independence Day  Labor Day  Indigenous Peoples' Day  Christmas Day</p>	<p><b>Closed Part of Day</b>  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><a href="#">PPP #12-1 Beede Holiday Pay</a></p>
<p><b>Military Leave</b></p>	<p>Up to 40 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><b>Unpaid Leave</b></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>