

TOWN OF EMMITSBURG
VACATION BUY-BACK POLICY FOR EMPLOYEES

The Town recognizes that employees need time away from the job for rest and relaxation and we encourage you to take your earned time off from work. However, we also understand that sometimes vacation is not an option, so we are offering an alternative vacation buy-back program.

A vacation buy-back plan is a program that allows an employee to sell his or her unused vacation time back to the Town. This is a common practice in many organizations, and it allows employees to profit from unused vacation days.

After one year of service, employees are eligible to cash out their excess vacation time. Leave balances in excess of 40 hours may be cashed out, up to a maximum of 260 hours per calendar year. Eligible employees are required to notify the Town Manager of their requested number of hours to cash out. If approved by the Town Manager, the benefit will be paid in the next regular pay cycle. The Town reserves the right to deny requests at any time for any reason.

For hires prior to December 1, 2016, there is no cap on the amount of accrued and unused leave that can be carried over from year to year.

For hires on or after December 1, 2016, accrued and unused vacation time may be carried over from year to year, to a maximum balance of 300 hours. Employees who have earned 300 hours will not be eligible to earn additional vacation time until some of their balance is used or cashed out.

This policy only applies to vacation time and does not apply to sick leave or personal days.

BE IT FURTHER RESOLVED, ENACTED AND ORDAINED, that this policy shall take effect on this 6th day of August, 2018.

PASSED this 6th day of August 2018.

ATTEST:

EMMITSBURG BOARD OF COMMISSIONERS:



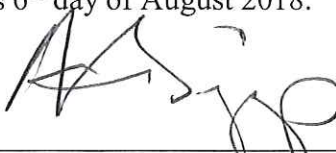
Madeline Shaw, Town Clerk



Timothy O'Donnell, President

APPROVED VETOED

This 6th day of August 2018.



Donald N. Briggs, Mayor