



# Town of Royalston

## Employment Benefits Policy

*Effective Date of This Policy: January 5, 2021*

### APPLICABILITY

This policy applies to permanent full-time and half-time hourly employees, not to employees working less than 15 hours per week, nor to salaried, temporary, or seasonal workers, nor to union employees or employees of the Police Department. Full-time employees are those regularly scheduled for 35-40 hours of work; half-time employees are those regularly scheduled for 15-34 hours of work.

### HOLIDAYS

The following holidays shall be recognized by the town on the day on which they are legally observed by the Commonwealth of Massachusetts, and on these days employees, without loss of pay, shall be excused from all duty except in cases where the appointing authority determines that the employee is required to maintain essential town services:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents' Day	Veterans' Day
Patriots' Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving Day
Independence Day	Christmas Day

Holiday pay shall be granted as follows:

1. Holiday pay shall be granted to an employee scheduled to work on a holiday, provided that he or she shall have worked the day before and after such holiday, if scheduled to do so, or was appropriately excused.
2. An employee paid on an hourly basis shall receive one day's pay for the holiday based on the number of hours regularly scheduled on that day.

### VACATION LEAVE

Full- and half-time employees will be granted the following vacation time, with "week" defined as the number of days or hours regularly scheduled for work:

1. After one year of continuous service, an employee shall be granted one week of paid vacation.
2. After two years of continuous service, an employee shall be granted two weeks of paid vacation.
3. After five years of continuous service, an employee shall be granted three weeks of paid vacation.
4. After 15 years of continuous service, an employee shall be granted four weeks of paid vacation.

Vacation time will be granted on the anniversary of each employee's date of hire and must be used in the year it is granted, except with the advance approval of the appropriate department head.

**Vacation Pay.** The amount of an employee's vacation pay shall be equal to the number of hours worked in a regular work week multiplied by the employee's straight-time hourly rate multiplied by the number of weeks to which he or she is entitled.

**Department Option.** Department heads may offer employees payment in lieu of vacation time off; such an allowance will be paid at the end of each fiscal year.

**Scheduling.** Employees shall give notice to the department head of their intention to take vacation time as early as possible, but a minimum of two weeks before the start date.

**Termination.** When employment is terminated by dismissal through no fault or delinquency on the part of the employee or by retirement or entrance into the military, the employee shall be paid an amount equal to the vacation allowance as earned and not granted in the vacation year prior to such termination. When employment is terminated by death, the beneficiary of the deceased shall be paid an amount equal to the vacation allowance earned and not granted in the vacation year prior to the employee's death.

**Additional Day's Vacation.** An employee shall be granted an additional day of vacation if, while on vacation leave, a designated holiday occurs.

### **SICK LEAVE**

After 90 days of employment, employees shall, for the remainder of that fiscal year, be credited with sick leave at the rate shown in the "per month" column in the table below. Sick leave for all employees in the amount shown in the "per year" column shall be credited in full on July 1 of each fiscal year. (For FY18, current employees shall be credited with one-half the number of hours in the "per year" column.) If employment is terminated for any reason during the year, the employee will be eligible for only a prorated payment for that year's sick time. Upon separation of employment, an employee who has used all of that year's sick time must reimburse the town for a prorated share of the sick pay.

<b>Work Week</b>	<b>Sick Leave Hours per Month</b>	<b>Sick Leave Hours per Year</b>	<b>Maximum Banked Hours</b>
40 hours	8	96	200
30-39	7	84	175
20-29	6	72	150
15-19	4	48	100

Paid sick leave may be used in one-hour increments.

**Sick Bank.** At the end of each fiscal year, an employee may "bank" up to one-half of unused sick time. The maximum that may be accumulated in an individual's bank is shown in the chart above. Unused, unbanked sick leave will be paid in full at the end of each fiscal year. "Paid in full" is defined as the rate each employee earns times the number of unused sick leave hours.

Employees who have been in the continuous permanent employment of the Town for five years, shall, upon termination of employment, be entitled to a lump-sum payment for unused sick bank hours. Payment for an employee resigning shall be computed by multiplying 20% of the employee's unused accumulated sick leave times the hourly rate of the employee's position. Payment of an employee retiring or dying while employed shall be computed by multiplying 50% of the employee's unused accumulated sick leave times the hourly rate of the employee's position. In the event of retirement, notice shall be given 90 days prior to the effective date of retirement. The employee may defer payment into the next calendar year. The Town may defer payment into the next calendar or fiscal year.

**Notification.** Sick leave will commence on the date and time that notification of the employee's sickness, injury or quarantining is given to the department head by the employee or the employee's family or

physician. Notification shall be made to the employee's supervisor, if possible, prior to starting time but no later than one hour after starting time.

**Certification of Illness.** A department head may request a physician's certificate of illness after any illness or a series of repeated absences during the year.

### **FAMILY MEDICAL LEAVE ACT**

Reasonable requests for up to 12 weeks of unpaid, job-protected leave under the Family and Medical Leave Act of 1993 will be allowed by the town. For other than full-time employees, a week is defined by the number of days or hours regularly worked per week.

Employees are eligible for such leave if they have worked for the town for at least one year and for 1,250 hours over the previous 12 months. The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances.

Unpaid leave will be granted for any of the following reasons:

1. To care for the employee's child after birth, or placement for adoption or fostercare
2. To care for anyone with a serious health condition whom the employee is responsible for
3. For a serious health condition that makes the employee unable to perform his or her job

Leave may be denied if the following requirements are not met:

1. When the leave is foreseeable, the employee must ordinarily provide 30 days' advance notice.
2. The town may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.

Upon return from FMLA leave, employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

### **HEALTH CARE INSURANCE**

Full-time employees who have completed the probationary period will be eligible for health care insurance with the town paying 70% of the premium of the group plan coverage. If more than one plan is offered, the town will pay 70% of the premium for the plan with the lowest premium.

Employees who work 20-34 hours per week and have completed their probationary period will be eligible for health care insurance with the town paying 50% of the premium of the group plan coverage.

Employees who work 15-19 hours per week and have completed their probationary period will be eligible for health care insurance with the town paying 40% of the premium of the group plan coverage.

All other employees except temporary/seasonal employees or emergency employees will be eligible for health care insurance under the town plan with the employees paying 100% of the premium.

### **BEREAVEMENT LEAVE**

Emergency leave of up to three days may be granted for a death in a full-time or half-time employee's immediate family. Immediate family is intended to include wife, husband, mother, father, child, brother, sister, mother-in-law, father-in-law or grandparents, step-parent and step-child. Compensation shall be limited to the time lost from the employee's normal straight-time schedule. Bereavement leave may be given in unusual circumstances at the discretion of a department head.

**MILITARY LEAVE.**

Full-time employees called for temporary training in the military forces of the nation or the Commonwealth shall be paid for a period of up to 30 days an amount equal to the difference between an employee's normal straight time compensation and the amount received for such service, upon presentation of evidence of the amount paid for military training. Half-time employees shall receive the same benefit for up to 15 days per year.

Employees shall remain entitled to vacation leave. At the option of the employee, military leave may be taken as vacation, and the employee will then be eligible to receive full vacation pay.

**JURY LEAVE**

Full- and half-time employees called for jury duty shall be paid for the amount equal to the difference between the compensation paid for the normal working period and the amount paid by the court excluding allowance for travel.

**LEAVES OF ABSENCE**

Appointing authorities may grant full- and half-time employees leaves of absence without compensation for up to three months without loss of seniority or benefits, and employees shall be entitled to return to the same position held at the time the leave of absence was granted. Leaves of absence of over three months' duration shall be considered a break in employment, and on return to work the employee shall have the status of a new employee, unless an extension of the leave beyond the three-month period had been authorized in advance by the Personnel Board.

An employee shall submit in writing a request for a leave of absence to his or her department head or appointing authority. The request shall state the reason for the leave and the length of time requested. The department head or appointing authority shall promptly respond to the request.

**PERSONAL LEAVE**

Full-time employees shall be granted up to three paid personal days per year, upon request and with the approval of a department head, for conducting business that cannot be handled or scheduled other than during scheduled working hours. Pay will be based on the number of hours that would otherwise have been worked that day. Half-time employees shall be granted one such personal day per year.

Personal leave will be granted at the beginning of each fiscal year. Department heads may offer employees payment in lieu of personal time off; such an allowance will be paid at the end of each fiscal year.

**Adopted October 8, 1997**

**Amended May 3, 2005**

**Amended November 17, 2017**

**Amended January 2, 2018**

**Amended February 6, 2018**

**Amended January 5, 2021**