

To: Executive Board of Commissioners

From: Amy Jewell

Date: August 1, 2024

Re: Personnel Rules & Regulations – Request to consider changing Paid Time Off

Background

CSWD offers paid time off to eligible employees. This time includes the following buckets of time:

1. holiday
2. **holiday floater – Bennington Battle Day**
3. **personal – 16 hours per week**
4. **vacation**
5. sick time
6. compensatory time (over 40 hours per week for non-exempt, or 45 hours for exempt employees)

Each July 1st full-time employees receive 16 hours of personal time, 8 hours of a Bennington Battle Day holiday, and a lump sum of vacation time. (Bennington Battle Day is a recognized holiday by the State of Vermont and CSWD has made the decision to not close facilities each August 16th). We would like to simplify the time off offered to employees by moving the Bennington Battle Day Floater (8 hours per year) and the two personal days (16 hours per year) into the vacation bucket. Combining these means less tracking for both CSWD and the employee. It would not increase the amount of time off.

However, the floater and the personal days are not paid out to an employee who leaves employment, and that time is not carried over from year to year. By moving those hours into the vacation bucket, the employee can carry over one time their vacation accrual (3 more days) and any employee who leaves and has remaining vacation time would be paid out.

We are requesting this change go to the full board for approval effective August 14 ,2024.