

Approved Policy Revisions

These revisions clarify the requirements for receiving annual and sick leave payouts upon resignation. To remain eligible, employees must work the full notice period in person and remain in good standing through their final day of employment.

9.5 Annual Leave, C-1 — Personnel Policies Manual, page 51

1. An employee who voluntarily resigns from employment with the Town will be eligible to receive a payout after separation for accrued but unused vacation leave if the employee: (a) provides written notice of resignation to the Town Manager or Human Resources Manager at least fourteen (14) calendar days in advance, or thirty (30) calendar days in advance for management employees; (b) works through the full notice period; (c) remains in good standing through the last day of employment; and (d) returns all Town property on or before the last day of employment. **(Revised, October 2026)**

9.6 Sick Leave, A 4—Personnel Policies Manual, page 52

1. An employee who voluntarily resigns from employment with the Town will be eligible to receive a payout after separation equal to twenty-five percent (25%) of the employee's available sick leave balance if the employee: (a) provides written notice of resignation to the Town Manager or Human Resources Manager at least fourteen (14) calendar days in advance, or thirty (30) calendar days in advance for management employees; (b) works through the full notice period; (c) remains in good standing through the last day of employment; and (d) returns all Town property on or before the last day of employment. The payout shall not exceed thirty (30) days (240 hours) or \$7,500. **(Revised October 2026)**