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|  | <b>Personnel Policy</b>           |                 | <b>Holidays and Leaves of Absence<br/>Vacation Leave: Accrual Rate</b> |                |
|   | Number: Article<br>VII; Section 7 | Revisions:<br>1 | Effective Date:<br>November 1, 2023                                    | Page of<br>1 1 |
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**ARTICLE VII. HOLIDAYS AND LEAVES OF ABSENCE**

**Section 7. Vacation Leave: Accrual Rate**

Each full-time employee of the Town shall earn annual leave at the following schedule, prorated by the average number of hours in the workweek:

Exempt/Non-Exempt (Traditional 40-Hour)

| Years of Service  | Days/Hours Accrued Per Year/Month |
|-------------------|-----------------------------------|
| Less than 2 years | 12 days / 8 hours                 |
| 2 – 4.99          | 14 days / 9 hours 20 minutes      |
| 5 – 9.99          | 16 days / 10 hours 40 minutes     |
| 10 years or more  | 18 days / 12 hours                |

The following schedule has been created to suffice the required cumulative hours needed within the designated FLSA pay period for non-traditional shift personnel. Alterations to the traditional accrual schedule listed below provide an equitable means of leave for employees that are required to obtain higher work period hours {*Fire-212; Law Enforcement-171*} within a given pay period.

Non-Exempt (FLSA - Non-Traditional Shift Personnel)

| Years of Service  | Days/Hours Accrued Per Year/Month |
|-------------------|-----------------------------------|
| Less than 2 years | 12 Hours                          |
| 2 – 4.99          | 15 Hours                          |
| 5 – 9.99          | 18 Hours                          |
| 10 years or more  | 21 Hours                          |