Amending Vacation Accrual and Buy-Out Policy

Whereas, Section 6.01 of the Cumberland Employee Handbook details the vacation leave policy of the Town; and

Whereas, currently, employees may carry-over unused accrued vacation time to the following year for use in the following year or receipt of a buy-out by the Town for the days the employee is unable to use by June 30th of that following year; and

Whereas, the Cumberland Town Council finds that the Town’s vacation leave policy should be amended to ensure that the accrual and buy-out of unused vacation time is not abused.

It is therefore ordained that section 6.01.6 and 6.01.7 of the Town of Cumberland Employee Handbook is amended and shall read as follows:

“6.01.6 Carry-Over of Unused Vacation Leave: Employees may carry-over unused accrued vacation to the next year, but the carry-over unused accrued vacation leave must be used on or before June 30 of the following year unless an employee elects to carry-over accrued vacation leave in lieu of a Town buy-out according to the provisions of 6.01.7.

6.01.7 Buy-Out of Unused Vacation Leave: If an employee with carry-over vacation leave is unable to use the carry-over vacation leave for the previous year on or before June 30th of the following year, the Town will buy-out the carry-over vacation leave based upon the employee’s base compensation rate, or, at the election of an employee, and in lieu of a Town buy-out, the employee may carry-over his or her unused vacation time, in an amount not to exceed 40 hours. If an employee elects to carry-over unused vacation time in lieu of a Town buy-out, the elected carry-over time must be used on or before December 31st. Any elected carry-over time which is not used on or before December 31st is not eligible to be carried over to the subsequent year, nor subject to a Town buy-out.”
It is further ordained that all provisions of the Employee Handbook which are not specifically amended by this ordinance shall remain in full force and effect.

It is further ordained that this ordinance is effective upon adoption.


Cumberland Town Council:

Anna Pea, President

Joe Siefker, Vice President

Nicole Bell, Member

Brian Gritter, Member

Aaron Cutshaw, Member

Attest:

Erica Salmon, Clerk-Treasurer