



TOWN OF NORWOOD PERSONNEL BOARD

#P-302 - VACATION LEAVE POLICY NON BARGAINED-FOR EMPLOYEES

1. Purpose and Scope

The purpose of this document is to outline the Town's vacation policy with respect to eligibility, benefits, use and accrual, and to ensure that vacation leave benefits are implemented equitably and consistently.

2. Applicability

- 2.1 This policy applies to all non bargained-for full and part-time compensated positions excluding elected officials and employees of the School Department. Positions covered by Civil Service Law are subject only to those portions of the policy which are not separately regulated by Civil Service Law.
- 2.2 To the extent permitted by law, individual employment agreements (new, updated or extensions) entered into after the effective date of this policy, with employees whose positions are subject to this policy, must follow all of the provisions of this policy.
- 2.3 This policy is intended to be consistent with any and all applicable laws. If any part of this policy is inconsistent with the law, that part of the policy shall be considered invalid, and the remaining provisions of the policy shall be construed so as to be consistent with the law.

3. Definitions

- 3.1 Please consult the Personnel Definitions Document (#D-100) regarding Appointing Authority, Regular Full-time Employee, Regular Part-time Employee, Intermittent Employee, Seasonal Employee, Intern, Volunteer, Temporary Employee and any other applicable terms utilized in this document.
- 3.2 Calendar Year - Calendar Year refers to the normal calendar year of January 1st to December 31st.
- 3.3 Actively at Work - You are '*Actively at Work*' if you perform your normal duties on a regularly scheduled Town workday.
- 3.4 Creditable Service – Employees accrue vacation benefits under this policy based upon Creditable Service, and as described in this policy. Creditable Service includes:
 - 3.4.a Time while '*Actively at Work*' performing your normal duties on a regular Town workday.
 - 3.4.b Approved Leaves of Absence where an employee is also being paid by the Town through available paid time off (such as vacation, sick, personal and compensatory).
 - 3.4.c Approved Military Leave where and as required by law, for the length of the Military Leave.

- 3.4.d Approved Unpaid Leaves of Absence for up to 12 weeks within a calendar year.
 - 3.4.e Other approved time off where the law requires the approved time to be counted. Human Resources will make any such determination based on the applicable statute and/or policy.
 - 3.4.f Prior service with the Town, except where interrupted by a break in service of greater than 5 years.
 - 3.4.g Unless otherwise required by law, the maximum Creditable Service an employee may earn while not actively at work is 12 weeks.
- 3.5 Service Date – The date used to calculate an employee’s vacation accrual amount. Under most circumstances the Service Date is the original date of hire, which will be adjusted for non-creditable or Creditable Service, if any.
- 3.6 Date of Separation – The date an employee’s employment ends, for any reason.

4. Eligibility

- 4.1 Regular Full-time and Regular Part-time employees budgeted for and regularly scheduled to work at least 20 hours per week, are eligible for vacation leave
- 4.2 Part-time employees budgeted for and regularly scheduled to work fewer than 20 hours per week, Intermittent/Seasonal/Temporary Employees, Interns, and Volunteers are not eligible for vacation leave benefits.
- 4.3 As of January 1 of each calendar year, the annual vacation leave an employee is eligible to earn will be based upon the employee’s Creditable Service and the time the employee was *Actively at Work* during the previous Calendar Year. The earned vacation time may be scheduled for use by the employee upon their return to work after the January 1 holiday.

5. Policy

- 5.1 Vacation leave is an important component in maintaining employee balance and general wellness.
- 5.2 It is the policy of the Town of Norwood to grant employees vacation leave based upon Creditable Service. Vacation is available to employees who have been *Actively at Work* during some or all of the prior Calendar Year. The amount of vacation an employee is eligible to accrue will be based on Creditable Service and a formula which includes years of service.
- 5.3 Eligible employees are credited with earned vacation leave on a Calendar Year basis, after the employee has completed the 90 day introductory period of employment.
- 5.4 In the first 90 days of employment, employees do not earn or accrue vacation. During the first year of employment, eligible employees shall be credited with earned vacation leave as set forth in Table 6.1.1 (Full-time) or 6.1.2 (Part-time), after 90 days of employment. In subsequent years, eligible employees shall be credited with earned vacation leave as set forth in Table 6.2 as of January 1st of each calendar year.

5.5 **Appointing Authorities and Job Offers**

5.5.a Department Head positions and higher shall be offered at least 15 days vacation leave per calendar year as their starting vacation leave benefit.

5.5.b For purposes of determining an employees annual leave at the date of hire, Appointing Authorities making appointments to positions L8/M13/N13/S13 or higher, may take into consideration the candidate's previous work experience in the public and/or private sector in offering the candidate 15, 20, or 25 days vacation leave per calendar year as their starting leave benefit.

5.5.c Positions lower than the grades indicated in Section 5.5.b shall only be offered the standard 10 day vacation leave benefit as indicated in Table 6.1.1.

Exception: For applicants that have 10 years of verifiable public and/or private work experience, the Appointing Authority may offer an additional 5 days of vacation leave above the standard 10 days as their starting leave benefit.

5.6 Employees granted more than 10 days vacation leave per calendar year as their starting vacation leave benefit shall follow Table 6.2 to obtain the next level of vacation leave.

5.7 **Vacation Leave Increments**

5.7.a Full-time employees may take vacation leave in increments of not less than 2 hours.

5.7.b Part-time employees may take vacation leave in increments of not less than 2 hours, as long as the employee is scheduled to work a minimum of 4 hours on their scheduled work day. Otherwise, vacation leave increments may only be taken in their whole day equivalent.

5.7.c For all employees, where the Town requires employees to use accrued vacation leave during an otherwise unpaid leave, as described in Section 6.5, smaller increments of vacation leave can be taken or charged.

5.7.d *Exception* – Due to departmental needs and/or public safety reasons, department heads may limit vacations to full day increments for certain positions within their department.

5.8 Employees eligible for vacation leave cannot have their vacation leave paid out “in lieu of” taking their vacation leave, except as noted in Section 6.7, which deals with payouts upon separation from employment or unless otherwise determined by law to be required.

5.9 If an employee is not scheduled to work on a Town Observed Holiday during a scheduled vacation, the employee shall not have their vacation leave balance reduced for that date.

5.10 The Town permits a carry-over of vacation time to the limited extent permitted by this policy. It is expressly understood that vacation time and/or carried-over vacation time permitted by this policy, not used within the stated time period, will be lost per the Town's “Use it or Lose it” policy.

5.11 Calendar year vacation leave must be taken between January 1 and December 31 of the calendar year in which it is provided, unless a portion is to be carried over per Section 6.4.

- 5.12 The scheduling of any and all vacation requires prior supervisor approval. In the event of a scheduling issue among employees in a Department, length of service within the Department – rather than seniority in the Town – should be used to determine scheduling.
- 5.13 Department Heads are required to act consistent with this policy and ensure this policy is implemented consistently within their department.
- 5.14 In the event of an error or violation of this policy, either intentional or unintentional, Human Resources must be immediately informed. Human Resources will identify and make the proper correction(s). A violation of this policy, whether intentional or unintentional, will not change this policy, nor set a precedent in any future application of this policy.

6. Provisions

6.1 Annual Vacation Leave - 1st Calendar Year of Service (Year of Hire)

6.1.a *Active Regular Full-time Employees*

Eligible active regular full-time employees in their 1st calendar year of service use Table 6.1.1 in determining the # of vacation days they will be eligible to use after completing their initial 90 calendar days of continuous Town Creditable Service.

Table 6.1.1 – Vacation Leave – 1st Year Eligible Full-time Employees

Row	When Hired During the Calendar Year	# of Days Eligible at Hire			
		10 days	15 days	20 days	25 days
1	Between January 1 st and March 31 st	10	15	20	25
2	Between April 1 st and June 30 th	7.5	11	15	19
3	Between July 1 st and September 30 th	5	7.5	10	12.5
4	Between October 1 st and November 30 th	2.5	3.5	5	6
5	Between December 1 st and December 31 st	0	0	0	0

See attached Exhibit A for Table 6.1.1 examples.

6.1.b *Active Regular Part-time Employees*

Eligible active regular part-time employees in their 1st calendar year of service use Table 6.1.2 to determine the # of vacation days they will be eligible to use after completing their initial 90 calendar days of continuous Town Creditable Service.

Table 6.1.2 – Vacation Leave - 1st Year Eligible Part-time Employees

Row	When Hired – Between	First Year Vacation Leave Formula*
1	January 1 st and March 31 st (100%)	.25 x the # of scheduled budgeted weekly hours
2	April 1 st and June 30 th (75%)	.1875 x the # of scheduled budgeted weekly hours
3	July 1 st and September 30 th (50%)	.125 x the # of scheduled budgeted weekly hours
4	October 1 st and November 30 th (25%)	.0625 x the # of scheduled budgeted weekly hours
5	December 1 st and December 31 st (0%)	There is no eligible vacation leave

***Results to be rounded up or down to the nearest half or whole number**

See attached Exhibit A for Table 6.1.2 examples.

6.2 Annual Vacation Leave - After 1st Calendar Year of Service

6.2.a Eligible active regular full-time and eligible active regular part-time employees after their 1st calendar year of service are eligible for an annual vacation leave benefit based on their continuous Creditable Service, as indicated in Table 6.2.

Table 6.2 – Annual Vacation Leave – Eligible Full-time / Part-time Employees

Years of Town Creditable Service	Annual Leave	Years of Town Creditable Service	Annual Leave
Less than 5 years	10 days	5 years, but less than 10 years	15 days
10 years, but less than 12 years	20 days	12 years, but less than 14 years	21 days
14 years, but less than 16 years	22 days	16 years, but less than 18 years	23 days
18 years, but less than 20 years	24 days	20 years, up to 25 years	25 days
26 years and over	Additional 1 day per year up to a max of 30 days.		

See attached Exhibit A for Table 6.2 examples.

6.2.b Active regular part-time employees shall use the following formula in conjunction with Table 6.2 in determining their annual vacation leave hours: $A = N \times Y$

1. Determine your scheduled budgeted weekly hours, which equals X.
2. $N = X$ divided by 5
3. $A = N \times Y$ (Y = the number of annual leave days in Table 6.2 that corresponds to your years of Town Creditable Service). The result (A) equals the number of vacation leave hours to be granted.

6.3 Earning Vacation Time While on an Approved Leave of Absence

6.3.a Employees out on an approved Leave of Absence, not previously indicated in this policy, for longer than 12 weeks, do not accrue vacation leave for that time out of work beyond the 12 weeks.

6.3.b A worked week shall be considered when an employee is *Actively at Work* for at least 3 days of their scheduled work week.

6.3.c Employees returning to work from an approved Leave of Absence follow Table 6.3 to determine eligible vacation leave effective January 1st of the following year.

6.3.d Notwithstanding the above or any other provision of this policy, any employee out on an approved Military Leave or other type of leave where continued accrual of vacation time and benefits may be separately required by law to continue to accrue throughout the leave, will be credited vacation time in accordance with any and all such legal requirements. The HR Director will make any such determinations.

Table 6.3 - Prorated Vacation Leave Accrual for Leaves Beyond 12 weeks

<i>Annual Vacation Leave By Years of Service or Days Granted</i>								
<i>1 to < 5 years</i>	<i>5 to < 10 years</i>	<i>10 to < 12 years</i>	<i>12 to < 14 years</i>	<i>14 to < 16 years</i>	<i>16 to < 18 years</i>	<i>18 to < 20 years</i>	<i>20 up to 25 years</i>	<i>26 ≤ 30 years – add 1 per year</i>
<i>10 days</i>	<i>15 days</i>	<i>20 days</i>	<i>21 days</i>	<i>22 days</i>	<i>23 days</i>	<i>24 days</i>	<i>25 days</i>	<i>26 to 30 days max</i>

Add the number of *Actively Worked* weeks in the previous calendar year plus 12 weeks from 6.3.a. Divide by 52. Multiply the result by the number of annual vacation days you would have received if you were *Actively at Work* for all 52 weeks. The result represents the vacation leave to be granted on January 1st.

***Results to be rounded up or down to the nearest half or whole number**

6.4 Vacation Carry-over

- 6.4.a Employees unable to take their full current calendar year vacation leave prior to December 31st may carry-over:
 - 6.4.a.i a maximum of 5 days if they earned up to 10 days at the start of the Calendar Year; or,
 - 6.4.a.ii a maximum of 10 days if they earned over 10 days at the start of the Calendar Year.
- 6.4.b Carry-over vacation leave must be used by June 30th of the following calendar year.
- 6.4.c Vacation carry-over requests exceeding the 5 or 10 day limit stated in Section 6.4.a requires the approval of the employee's Department Head or Appointing Authority.
 - 6.4.c.i Employees must fill out/submit document **#D-105 – Vacation Carry-over Exception**, which is available in the HR Department. This form must be filed with their Department Head or in the case of the Department Head, their Appointing Authority, no later than December 1st of the calendar year.
 - 6.4.c.ii Consideration of vacation carry-over requests exceeding the 5 or 10 day limit of an employee's current calendar year vacation leave shall be limited to emergencies and/or extraordinary circumstances, including, but not limited to: death in the immediate family; called to work for an emergency; business needs, as dictated by an employee's department; or, illness preventing employee from taking planned vacation at end of calendar year.
- 6.4.d Emergencies that occur after December 1st and affect an employee's scheduled vacation for that calendar year shall be handled by the Department Head or his/her Appointing Authority. If the scheduled days are allowed to be carried over and will exceed the 5/10 day limit, it shall be documented on document **#D-105**.

6.5 Use of Vacation Time While on Otherwise Unpaid Leaves of Absence

Where permitted by law, the Town may require employees to use accrued vacation time during an otherwise unpaid leave of absence, such as leaves under the FMLA or SNLA.

6.6 Vacation Changes and Cancellations

- 6.6.a It may be necessary to cancel all or part of an employee's scheduled vacation leave in order to meet a workload emergency or other business need. In such cases, the unused vacation leave may be rescheduled with the employee's Supervisor.
- 6.6.b Cancelled vacation leaves due to workload emergencies or business needs should be rescheduled within the same calendar year, after a review by the Supervisor and Department Head or Appointing Authority. If this is not possible and the scheduled days are allowed to be carried over and will exceed Section 6.4.a, it shall be documented on document **#D-105**.

6.6.c Once an employee has time designated as an approved vacation, and the approved vacation period begins, the Town will not permit the employee to alter or change the status of the paid time off, unless otherwise required by law to do so.

6.7 Vacation Leave at Separation From Employment

6.7.a Pay-outs for active Town employees due to Separation from Employment shall follow Sections 6.7.c & 6.7.d and utilize document **#D-106 - Vacation Leave Pay-out Request**, which is available in the Human Resources Department. Pay outs will be timely, and in accordance with the requirements of Massachusetts law.

6.7.b Upon separation, vacation leave pay is calculated on an employee’s regular base salary only and does not include overtime, bonus, supplements, stipends, or any other special forms of compensation, unless otherwise required by law. *The exact rate will be determined by the Human Resources Director along with the Department Head or Appointing Authority**. The pay-out will be at the rate of the employee’s regular pay in effect as of the date of separation.

**Required by MGL Chapter 41, Section 41 – Payment of Compensation*

6.7.c Any unused carry-over vacation leave and unused current calendar year vacation leave at the time of employee separation will be paid out to the employee.

6.7.d The Department Head/Appointing Authority and HR Department shall validate the appropriate amount to be paid on document **#D-106**.

6.7.d.i In the event of an active employee’s death, the Department Head or Appointing Authority, and the Human Resources Department shall document and validate the amount to be paid on document **#D-106**.

6.7.d.ii 100% of any unused carry-over vacation leave and current calendar year vacation leave shall be paid to the employee’s estate.

7. Applicable Laws / Statutes

This section intentionally left blank.

The following documents associated with and attached to this policy may change to meet the needs of the Town or new requirements of law. The Human Resources Director may make the necessary document changes without changing the intent or content of this policy. Please consult the Human Resources Department for the most current version:

- #D-105 - Vacation Carry-over Exception (Section 6.4.c)
- #D-106 – Vacation Leave Pay-out Request (Section 6.7.a)
- #D-126 – Employee Acknowledgement of Receipt of Policy

PERSONNEL BOARD

For the Personnel Board: David E. Hajjar
David E. Hajjar, chairman
Anne Haley, vice-chair
Willard Krasnow
Patterson Riley
John E. Taylor

10 / 15 / 14



TOWN OF NORWOOD

#P-302 - VACATION LEAVE POLICY POLICY EXAMPLES FOR EACH TABLE

Table 6.1.1 – Vacation Leave – 1st Year Eligible Full-time Employees

Example 1 – a grade M8 employee hired May 2nd is eligible for 7.5 days vacation leave during their hired year [row 2 of Table 6.1.1 under the “10 days” column] after their 90 calendar days of continuous Town Creditable Service from their Service Date has been completed.

Example 2 – a Department Head is hired July 10th and is granted 20 days annual vacation leave as part of their hire. The employee would be eligible to use 10 days vacation leave during their initial hire year [row 3 of Table 6.1.1 under the “20 days” column] after their 90 calendar days of continuous Town Creditable Service from their Service Date has been completed.

Table 6.1.2 – Vacation Leave – 1st Year Eligible Part-time Employees

Example – a part-time employee hired June 1st and works 5 hours per day, 3 days per week is granted 3 days [5 (hours) x 3 (days) x .1875 (row 2 of Table 6.1.2) = 2.81, which rounds up to 3] vacation leave benefit during the current calendar year. The employee would be granted three 5-hour days off or 15 hours total after their 90 calendar days of continuous Town Creditable Service from their Service Date has been completed.

Table 6.2 – Annual Vacation Leave – Eligible Full-time Employees

Example 1 – a grade N8 employee will achieve 5 years of service during the course of a calendar year (4/19/2012). On January 1 of 2013 the employee is eligible for 15 days vacation leave.

Example 2 - a Department Head employee has 20 days annual vacation leave as part of their hire, as allowed in Section 5.5.b. The employee is eligible for 25 days annual vacation leave at the beginning of the calendar year after which he/she achieves 20 years of Town Credible Service.

Table 6.2 – Annual Vacation Leave – Eligible Part-time Employees [A = N x Y]

Example 1 - an 11 year part-time employee who works 5 hours/day, 4 days per week or 20 hours per week = X (step 1). N = X (20) / 5 = 4 (step 2). A = N (4) x Y (20) [row 3 of Table 6.2 for 11 years service] (step 3) equals 80 hours vacation leave. A full-day off equals a 5-hour day.

Example 2 - a 6 year part-time employee who works 8 hours/day, 3 days per week or 24 hours per week = X (step 1). N = X (24) / 5 = 4.8 (step 2). A = N (4.8) x Y (15) [row 2 of Table 6.2 for 6 years service] (step 3) equals 72 hours vacation leave. A full-day off equals an 8-hour day.

Table 6.3 Prorated Vacation Leave Accrual for Leaves Beyond 12 Weeks

Example – a 12 year employee returns from a leave of absence in April and is *Actively at Work* the rest of the calendar year (37 weeks) is eligible for 19 vacation days [(37 weeks + 12 weeks in 6.3.a) / 52 (weeks) x 20 (days) = 18.85 days, which is rounded up to 19 days]. The result of active weeks + the 12 weeks in 6.2.a / 52 weeks can never be greater than 1.



TOWN OF NORWOOD
VACATION LEAVE POLICY

#D-126 – Employee Acknowledgement of Receipt of Policy

This policy, outlining the Town’s vacation leave benefits for eligible Non-Bargained-for Full-time and Part-time employees, has been written to provide information and guidance for our employees regarding eligibility, benefits, use and accrual. The Town reserves the right to change, add to or delete any part of this policy, at any time, as it deems appropriate after an appropriate public hearing is held. The Town reserves the right to waive or vary any term of this policy, as it deems appropriate at any time in order to achieve its desired goals.

If changes are made to this policy, the Town will notify employees as soon as possible after the appropriate public hearing is held. Changes which are required by law will be effective with or without notice to employees.

This Policy does not, and may not be construed to create a contract with any employee.

With your signature below, you represent that you have read this acknowledgement, that you have received a copy of the Town’s Vacation Leave Policy, and that you have read and understand this policy.

I acknowledge that I have received and read the Town’s **VACATION LEAVE POLICY**.

Please be advised that if you refuse to acknowledge receipt of this policy by signing below, your refusal will be documented and you are still obligated to follow and comply with this policy.

Employee Name [please print]

Employee Signature

Date: ____/____/____

Employee _____ was unwilling to sign this document
[print name of employee]
_____ (HR Initials) ____/____/____

SECTION C: [to be reviewed / completed by the HR Department]

The HR Department will validate the employee's service date and current calendar year vacation days before this request goes to the HR Director.

I have reviewed the information/data submitted by the Employee and Supervisor, and find it to be:

- Correct as shown Incorrect and I am providing the correct information below, which I have reviewed with the Employee and Supervisor.

- Employee Service Date is ____ / ____ / ____ and was granted ____ vacation days at hire
- Employee is eligible for ____ days of vacation leave during the ____ calendar year and wishes to carry-over ____ days of vacation leave into the next calendar year.

HR Department Signature Print Name Date: ____ / ____ / ____

[HR Department shall forward this completed / signed request to the Department Head or Appointing Authority, if the requesting employee is a Department Head or Town Manager.]

SECTION D:

Date: ____ / ____ / ____ Approve Do Not Approve

Dept. Head or: _____
Appt. Authority Signature Print Name

If not approving, please provide reason(s): _____

In accordance with the Town's Vacation Leave Policy, the Department Head's/Appointing Authority decision is final and the Employee and Supervisor shall be informed within 5 business days of this dated decision.



**TOWN OF NORWOOD
HUMAN RESOURCES DEPARTMENT**

VACATION LEAVE PAY-OUT REQUEST

SECTION I: To Be Filled-out by Department Head or Appointing Authority

Employee Name: _____ (Print) Full-time (FT) Part-time (PT)

Department: _____ Grade: _____ Step: _____

Resignation Termination Retirement Death Separation Date: ____ / ____ / ____

_____ (A) Amount of unused approved carry-over vacation leave days from calendar year 20____.

_____ (B) Current calendar year vacation leave days eligible - based on Table 6.2 (FT and PT) less any current calendar year vacation leave days used by Separation Date.

_____ (C) Total amount of vacation leave to be paid to the Employee (A plus B)

\$ _____ (D) Current Grade-Step daily rate of pay (based on pay rate in effect at the time of separation)

\$ _____ (E) Total gross amount of vacation leave (C x D) [attach reports/info from IT or HR]

Department Head/Appointing Authority Print Name Date: ____ / ____ / ____
[submit to HR Director]

SECTION II: To Be Validated by the Human Resources Director

I reviewed this request and concur with the information & amount of vacation leave to be paid.

I reviewed this request and disagree with the numbers indicated in Section II above. The correct numbers are:

_____ (A) unused carry-over vacation days plus _____ (B) unused current calendar year vacation days

_____ (C) Total amount of vacation leave to be paid to the Employee (A + B)

\$ _____ (D) Current Grade-Step daily rate of pay (based on pay rate in effect at the time of separation)

\$ _____ (E) Total gross amount of vacation leave (C x D) [attach reports/info from IT or HR]

Human Resources Director signature Print Name Date: ____ / ____ / ____
[submit to Town Accountant]

SECTION III: To Be Reviewed and Signed by the Town Accountant

I reviewed this request and concur with the amount approved in Section II and that there are sufficient funds available to make this payment. (If this box is checked, sign, date and submit this form to the Town Treasurer for processing under Section IV.)

I reviewed this request and do not concur with the information and amount to be paid. (If this box is checked, provide an explanation below, sign, date and return form back to the HR Department under Section II-R.)

Explanation (if do not concur):

Town Accountant signature Print Name Date: ____ / ____ / ____

SECTION II R: To Be Re-validated by the Human Resources Director [only required if TA does not concur in Section III.]

- I reviewed this request and concur with the information & amount of vacation leave to be paid in Section II.
- I reviewed this request and disagree with the numbers indicated in Section II above. The correct numbers are:
 - _____ (A) Amount of unused approved carry-over vacation leave days from calendar year 20_____.
 - _____ (B) Current calendar year vacation leave days eligible - based on Table 6.2 (FT and PT) less any current calendar year vacation leave days used by Separation Date.
 - _____ (C) Total amount of vacation leave to be paid to the Employee (A plus B)
- \$_____ (D) Current Grade-Step daily rate of pay (based on pay rate in effect at the time of separation)
- \$_____ (E) Total gross amount of vacation leave (C x D) [attach reports/info from IT or HR]

Human Resources Director signature Print Name Date: ____/____/____
[submit to Town Accountant]

SECTION III R: To Be Reviewed and Signed by the Town Accountant [only required if HR Director had to re-validate in Section IIR.]

- I reviewed this request and concur with the amount to be paid and that there are sufficient funds available to make this payment. (Form to be signed, dated and forwarded to the Town Treasurer for processing under Section IV.)

Town Accountant signature Print Name Date: ____/____/____

SECTION IV: To Be Acknowledged by the Town Treasurer that the form has been received and payment is being processed

Town Treasurer signature Print Name Date: ____/____/____

The original fully signed form shall be returned to the HR Director, who shall ensure a copy is placed in the employee's personnel file. Payroll shall also be provided a copy and others to be disseminated as needed.

Town of Norwood – Personnel Board

VACATION LEAVE PAY-OUT PROCESS FLOW CHART

