

PAID TIME OFF LEAVE RULES AND REGULATIONS

A. PURPOSE

The City recognizes that employees need time off from work for vacation and/or to attend to personal matters. The purpose of this policy is to (1) provide employees with a simple and flexible approach to time off by combining vacation, personal and administrative leave, and (2) provide all employees with an opportunity to earn paid time off (“PTO”) leave on a monthly basis.

B. SCOPE

These rules and regulations shall apply to all full time, permanent, provisional and temporary personnel. For employees subject to a collective bargaining agreement, the benefits set forth in the collective bargaining agreement shall control. Part time employees shall be eligible for PTO leave only if they are regularly scheduled to work at least twenty (20) hours per week, and such leave shall be computed on a prorated basis. Positions filled by popular election or those under the jurisdiction of the school committee are not eligible for PTO time under this rule.

C. PROCEDURES

Availability:

PTO will be awarded on the first business day of each month, based on the hours the employee worked in the prior month. Employees may use time as it is earned. Employees may not use PTO leave that they have not yet accrued.

PTO leave will be available for new employees to use in the pay period following completion of their second month of employment. For example, if an individual commences employment on January 2, they will be eligible to begin using PTO in the pay period following the pay period in which March 2 falls.

Accrual and Payment of PTO:

Accruals are based upon paid hours up to 2,080 hours per year, excluding overtime. Employees working less than 40 hours per week and at least 20 hours per week will earn PTO hours on a prorated basis. Length of service determines the rate at which the employee will accrue PTO. PTO does not accrue on unpaid leaves of absence. Employees become eligible for the higher accrual rate, as set forth below, on the first day of the month in which the employee’s anniversary date falls.

Full-Time, employee accrual rates for employees, excluding: Non-civilian Fire, Non-civilian Police, Graduate Librarians, Grade 6+, Executive Managers, and Cabinet Level:

Years of Service	Accrual Annual Per Month	PTO Accrual Per Year	Maximum Accrual
0 – 4	10 hours	120 hours	160 hours
5 – 14	18 hours	216 hours	256 hours
15 +	20 hours	240 hours	320 hours

Full-Time employee accrual rates for Executive Managers:

Years of	Accrual Annual	PTO Accrual	Maximum
Service	Per Month	Per Year	Accrual
0 – 4	13.5 hours	162 hours	200 hours
5 – 14	18 hours	216 hours	256 hours
15 +	20 hours	240 hours	320 hours
20 +	21 hours	252 hours	320 hours

Full-Time employee accrual rates for Cabinet Level:

Years of	Accrual Annual	PTO Accrual	Maximum
Service	Per Month	Per Year	Accrual
0 – 14	18 hours	216 hours	256 hours
15 – 19	20 hours	240 hours	320 hours
20 +	21 hours	252 hours	320 hours

Full-Time employee accrual rates for Graduate Librarian, Grade 6+:

Years of	Accrual Annual	PTO Accrual	Maximum
Service	Per Month	Per Year	Accrual
0	10 hours	120 hours	160 hours
1 – 4	13.5 hours	162 hours	200 hours
5 – 14	18 hours	216 hours	256 hours
15 +	20 hours	240 hours	320 hours

Monitoring Accrued PTO Leave

Employees are accountable and responsible for managing their own PTO hours to (1) allow for adequate reserves if there is a need to cover vacation, emergencies, appointments, or other situations that require time off from work and (2) ensure they do not exceed their designated cap, as set forth above. If an employee reaches their designated cap, the employee will not accrue additional leave until their accrual drops below the cap.

D. FRIDAY AFTER THANKSGIVING

On the Friday after Thanksgiving, the City will operate on a limited schedule. Employees who work in a building, office or division that is closed will be required to use one PTO day.¹ The decision to use a PTO day on this day will not be made on an employee-by-employee basis. Employees who are assigned to Departments that remain open, and are scheduled to work, will earn regular pay for the day, and they will not be charged with a PTO day. If the Friday after Thanksgiving is an employee's regularly scheduled day off, the employee will not be charged with a PTO day.

¹ For the Friday after Thanksgiving only, an employee may borrow against time that the employee has not yet accrued, with the understanding that the time will be deducted from their next monthly accrual.

E. RATE OF PAY

PTO pay shall be computed based upon the employee's rate of pay while in his/her primary classification. For those employees having a secondary classification, the rate of pay shall be based on the classification in which the employee actually worked, exclusive of overtime, for a minimum of 1200 hours in the aggregate during the twelve months preceding the first day of June in any leave year, provided that, for the classifications of MEO A, B, C or D, the minimum hours shall be 1000.

F. PTO CREDIT FOR PRIOR EXPERIENCE

The City Manager shall have the authority to credit employees in any position which is not governed by civil service and/or included in a collective bargaining group with all or part of the time that employee served in prior city employment, or in any other prior employment, when calculating the number of hours of annual PTO leave to be granted. The authority granted by this section may be exercised annually or permanently and in the case of employees under the jurisdiction of the city council, by the city council, and in no event shall result in any employee receiving PTO leave in excess of the maximum amount of PTO leave listed herein.

G. WRITTEN REQUEST TO TAKE PTO LEAVE

Subject to any departmental policy, an employee wishing to take earned PTO leave at a particular time shall present a written request to their department head. Subject to seniority rights of another employee, the request will be granted, unless the department head, in the exercise of their discretion, determines that the employee's absence during that period would interfere with the operations of the department.

H. PTO BUY BACK FOR EXECUTIVE MANAGEMENT

Employees on the CM and EM pay schedule may buy back up to seven unused PTO leave days annually, at 75% of their then current rate of pay. The buy back opportunity will be extended annually in early January, at which time CM and EM employees may request the buy back.

I. LEAVE IN ADVANCE OF ELIGIBILITY

No employee shall be granted PTO leave until the employee is eligible to receive said leave. PTO leave shall not be granted in anticipation of service, unless the employee has received prior written approval by the Chief Human Resources Officer.

J. HOLIDAY DURING PTO

If a legal holiday falls during an employee's PTO leave, the employee will be not be charged a day of PTO leave. However, if the holiday is celebrated on a day that would have been the employee's regularly scheduled day off had the employee not been on PTO, then the employee shall instead receive holiday pay. (See Holiday Rules and Regulations.)

K. TRANSFER OF PTO LEAVE

Upon appointment or the resignation of any employee from any department in the City, including the School Department, followed by an immediate reappointment with no break in service to any other department in the City, the head of the department shall prepare an abstract of the leave records for the

employee as of the last day that such employee was carried in a pay status on the payroll for such department. The department head shall forward such abstract to the head of the department to which such employee has been appointed. The head of the department to which such employee has been appointed shall enter the information contained in the abstract in the leave record for their department, and shall credit such employee with any unused PTO leave credit as of the date of the commencement of services in such department.

L. PAYMENT UPON TERMINATION

An employee will be paid upon resignation, separation or retirement for all PTO hours accumulated but not used. Employees whose hours regularly drop below 20 hours per week will be paid PTO on the effective date of the change in hours.

M. EFFECTIVE DATE

These regulations shall become effective January 1, 2024, and shall supersede all previous versions.

N. EXCEPTIONS AUTHORIZED BY THE CITY MANAGER

In an effort to recruit or retain an individual, and subject to any collective bargaining or civil service limitations, the City Manager may grant additional PTO to an employee or candidate for employment based on said individual's skill level and/or experience. For example, if the City is considering a candidate for employment who has significant work experience, the City Manager may grant more than 120 hours of PTO to said individual at the outset of his/her employment.

O. INTERPRETATION

Questions or interpretation of these regulations shall be directed to the Chief Human Resources Officer.

P. MODIFICATION

The City Manager reserves the right to make such modifications and amendments to these regulations as, in his opinion, are deemed necessary and proper.

Promulgated by the City Manager 3/28/1976

Amended and recodified 1/28/1986

Revised 4/7/1995

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Revised 1/1/2024

Revised 9/25/2025