

Town of Richmond
Sick Leave Policy for Full and Part-time Employees

The Selectboard for the Town of Richmond is hereby amending the Town's Sick Leave policy in support and compliance with 21 V.S.A. section 481, pertaining to paid absences from work. The purpose of this policy amendment is to promote a healthy work environment by ensuring that both full and part-time employees working for the Town of Richmond are provided with paid sick leave time. Effective February 1, 2016 part-time employees will begin accruing one hour of earned sick time for every 40 hours worked. As of March 1, 2017, The Sick Leave policy will be amended to clarify the policy as follows:

SICK LEAVE

- A. All full-time employees are entitled to one and one half days of sick leave per month beginning the first of the month following the employee's date of hire. Any employee who commences work for the Town on or after the 16th day of any month shall not be awarded sick leave for that month whereas employees commencing work for the Town before the 16th day shall be awarded one day sick leave for that month. Sick leave days shall equal eight (8) hours pay (or the pro-rated hours for those working less than 40 hours but 30 hours or more per week) at the employee's straight time rate.
- B. Effective February 1, 2016 all part-time employees, defined as those employees working fewer than 30 hours per week, are entitled to one hour of earned sick time for every 40 hours worked at the employee's straight time rate of pay.
- C. Sick Leave time will accrue for all employees who remain in a "paid leave" status during the pay period.
- D. Sick leave may be taken if the employee is ill or injured, obtains professional diagnostic, preventative, routine or therapeutic health care or for any of the aforementioned for the employee's parent, grandparent, spouse, civil union, child, brother, sister, parent-in-law, grandchild, foster child or person residing with the employee, or family member for whom the employee is primarily responsible to arrange or provide care for.

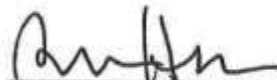
Sick leave may be taken if the employee is arranging for social or legal services or obtaining medical care or counseling for the employee or a family member who is a victim of domestic violence, sexual assault, or stalking or is relocating because of any of these issues.

Sick leave may be taken if the employee must care for a family member because the school or business where that individual is normally located is closed for public health or safety reasons.
- E. If an employee is sick and cannot report for work, he/she must notify his/her supervisor as far in advance of normal working hours as possible.
- F. Employees may accumulate sick leave from year to year to a maximum of 60 days or prorated days in the case of part-time employees.
- G. More than four (4) consecutive work days of absence to be compensated under this section shall require a certificate from a licensed physician stating the necessity of the absence.
- H. Upon termination of employment voluntarily, involuntarily, or upon retirement, no compensation shall be granted for any unused portion of sick leave remaining. If an employee runs out of sick leave, he or she may use vacation time, if authorized by the Department Head or the Town Manager if the employee is a Department Head.

Approved on the 6th day of February, 2017.


Ellen Kane, Chair


David Sander


Bard Hill, Vice Chair


Lincoln Bressor

Steve May