

## **Attachment B-1**

### **Current Policy Language**

#### **Section 4-73 Petty Leave**

Permanent employees shall be allowed seventy (70) minutes per month or fourteen hours per year petty leave with pay over and above sick leave or annual leave with pay. Employees may take petty leave in increments of fifteen minutes up to a maximum of four (4) hours, with the permission of the supervisor. Any time taken above four hours will be charged to annual leave, sick leave, or leave without pay as may be appropriate. Petty leave shall be in addition to any other leave employees may earn and accumulate, but it will not be accumulative beyond the end of a calendar year. Petty leave may be granted for personal matters that cannot be transacted outside of office hours, time lost reporting to work, medical appointments, and absences due to adverse weather conditions.

#### **Section 4-74 Parental School Leave**

All Town employees may take up to four hours of paid leave annually to involve him or her in school activities. This leave is subject to the three following conditions:

- 1) The leave must be taken at a time mutually agreed upon by the employee and the Town;
- 2) The Town may require the employee to request the leave in writing at least 48 hours prior to the time of the desired leave; and
- 3) The Town may require written verification from the child's school that the employee was involved at the school during the leave time.

**Attachment B-2**  
**Proposed Policy Language**

**Section 4-73 Personal Time Off**

Effective July 1, 2019, permanent employees shall be granted eighteen (18) hours per year of personal time off over and above sick leave and annual leave with pay. Personal time off under Section 4-73 is separate from Town closures due to adverse weather. (See Section 4-36 Adverse Weather, Rev. 11/15.)

Personal time off must be requested through supervisors and may be taken in the same manner as sick and annual leave. Personal time off shall accrue biweekly at a rate of .6923 hours per pay period beginning on January 1<sup>st</sup> of each calendar year. Employees may not carry over unused personal time off from year to year. Any unused personal time off not taken by December 31<sup>st</sup> shall be lost.