



## Employee Benefits Summary 2023

# Town of Brattleboro







# Contact Information

Please refer to the list below when contacting one of the benefit vendors.  
For general information contact Human Resources.



**BlueCross BlueShield of Vermont:** Medical Insurance  
800-247-2583  
[www.bcbsvt.com](http://www.bcbsvt.com)



**Northeast Delta Dental:** Dental Insurance  
800-329-2011  
[www.nedelta.com](http://www.nedelta.com)



**Vision Service Plan (VSP):** Vision Insurance  
800-877-7195  
[www.vsp.com](http://www.vsp.com)



**Healthy Dollars:** Health Reimbursement Accounts & Spending Accounts  
877-900-6979  
[www.healthydollarsinc.com](http://www.healthydollarsinc.com)



**Cigna:** Life & Disability Insurance  
800-362-4462  
[www.cigna.com](http://www.cigna.com)



**Lincoln Financial:** Retirement Plans 401(a) & 457(b)  
800-234-3500  
[www.lincolnfinancial.com](http://www.lincolnfinancial.com)



**Invest EAP:** Employee Assistance Program (EAP)  
800-287-2173  
[www.investeap.org](http://www.investeap.org)



**Health Advocate**  
866-695-8622  
[www.healthadvocate.com/members](http://www.healthadvocate.com/members)



**The Richards Group:** Employee Benefit Advisors & Retirement Advisors  
802-254-6016  
[www.therichardsgrp.com](http://www.therichardsgrp.com)



# Benefit Eligibility Guidelines

Benefit	Eligibility	Waiting Period
Health Insurance	Minimum 30 hours/week	1 <sup>st</sup> of the month coinciding with or following date of hire
Health Reimbursement Account	Minimum 30 hours/week	1 <sup>st</sup> of the month coinciding with or following date of hire
Dental Insurance	Minimum 20 hours/week	1 <sup>st</sup> of the month coinciding with or following date of hire
Vision Insurance	Minimum 20 hours/week	1 <sup>st</sup> of the month coinciding with or following date of hire
Group Term Life/AD&D	Minimum 30 hours/week	1 <sup>st</sup> of the month coinciding with or following date of hire
Voluntary Life/AD&D	Minimum 20 hours/week	1 <sup>st</sup> of the month coinciding with or following date of hire
Long Term Disability	Minimum 30 hours/week	1 <sup>st</sup> of the month coinciding with or following date of hire
Dependent Care Account (DCA) & Flexible Spending Account (FSA)	Minimum 30 hours/week	1 <sup>st</sup> of the month coinciding with or following date of hire
Health Advocate	Minimum 30 hours/week	1 <sup>st</sup> of the month coinciding with or following date of hire
Employee Assistance Program	All employees	None
Vermont Municipal Employees' Retirement System (VMERS)	Minimum 24 hours/week	Date of hire
457(B) Deferred Compensation Plan	All employees	Date of hire

## Employee Benefit Center

The Employee Benefit Center (EBC) is your online benefits manual. This website has been developed to provide you with an efficient way of obtaining information regarding your entire benefits package offered to you by the Town of Brattleboro.

You will also find carrier information, plan documents, a link to the online benefit enrollment platform (Employee Navigator) and other important resources.

Visit the Town of Brattleboro's Employee Benefit Center at [www.townofbrattleboro.trgportal.com](http://www.townofbrattleboro.trgportal.com)



# 2023 High Deductible Health Plan Blue Cross Blue Shield of Vermont

The Town of Brattleboro is pleased to offer their employees health insurance through BCBSVT in 2023. Eligibility is the first of the month coinciding with or following the date of hire for employees scheduled to work 30 or more hours per week.

Service Category	Coverage Information
<b>Annual Deductible</b>	\$5,000 individual/\$10,000 family
<b>Coinsurance</b>	None; BCBSVT pays 100% of allowable charges after deductible
<b>Annual Out-of-Pocket Maximum</b>	\$5,000 individual/ \$10,000 family (\$9,100 max per individual)
<b>Preventive and Well Care Services</b> Well Baby, Child Care & Immunizations, Adult Annual Physical, Mammography Screening, Prostate Cancer Screening, Annual Pap Test & OB/GYN Exam, Immunizations for Adults, Colonoscopy	Covered in full
<b>Telemedicine</b>	Subject to deductible
<b>Physician Office Visit &amp; Specialist Visit</b>	Subject to deductible, then covered in full
<b>Inpatient Medical/Surgical Care</b> <b>Diagnostic Lab &amp; Other Testing</b> <b>Hospital Inpatient, Outpatient &amp; Outpatient Other Physical/Occupational/Speech Therapy</b> (Combined 30 visits per Member per Contract Year) <b>Emergency Room, Urgent Care Center, Ambulance</b> <b>Mental Health: Inpatient &amp; Outpatient</b> <b>Substance Abuse: Inpatient &amp; Outpatient</b>	Subject to deductible, then covered in full
<b>Routine Eye Exam</b> (one exam per calendar year)	\$20 copay (not subject to deductible)
<b>Prescription Drugs – Preventive (Wellness)</b>	Covered at 100% (no deductible)
<b>Prescription Drugs – Generic, Preferred Brand &amp; Non-preferred Brand</b>	Subject to deductible, then covered in full
<b>Aggregate Rx Out of Pocket Limit</b>	\$1,500 individual/ \$3,000 family

## Health Insurance Premiums

	Single	2-Person	Family
<b>Bi-weekly Cost</b>	\$21.42	\$38.23	\$56.98





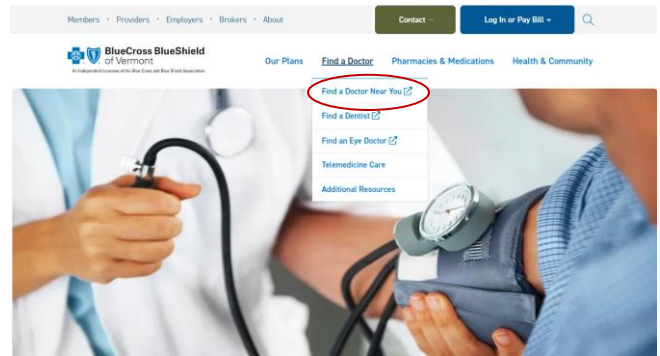
# PCP Information

## PCP Information Collection for BCBSVT

\*New in 2023, BCBSVT will be collecting your Primary Care Provider (PCP) information as part of your enrollment in the medical plan this year. The information will be collected via a paper form provided to you by HR. The form is also available for you to access on both the medical section of the 2023 Benefits Page on the Employee Benefit Center (EBC) website and under *Helpful Resources* in Employee Navigator when viewing your medical plan elections in the system. Please print, complete and return the form to HR.

For instructions on how to find a PCP provider or additional information requested on the PCP Information Form, please visit <https://www.bluecrossvt.org/find-doctor> and follow the steps below.

First click on **Find a Doctor** and select **“Find a Doctor Near You”**



### Search Criteria

Then please follow the steps below:

If you're searching for an independent laboratory or a durable medical equipment supplier, please contact our customer service team by calling (800) 247- 2583.

- **Step #1:** Check the PCP box on the right.
- **Step #2:** Select **“BCBSVT Network Providers”** under Network.
- **Step #3:** Add in the maximum distance you want to search.
- **Step #4:** Enter the zip code for the area you’re searching for.
- **Step #5:** If looking to find a PCP accepting new patients, please also check off the **“Accepting New Patients”** box on the bottom left. Otherwise, you can ignore this step.
- Once all fields are populated, click **“Search”**.
- A list of providers will populate including their addresses and NPI numbers.

The screenshot shows the 'Provider Search' form with the following fields and annotations:

- Step #1:** Points to the 'PCP and/or' checkbox, which is checked.
- Step #2:** Points to the 'Network' dropdown menu, which is set to 'BCBSVT Network Providers'.
- Step #3:** Points to the 'Distance' dropdown menu, which is set to '< 30 miles'.
- Step #4:** Points to the 'Zip' input field, which contains '05301'.
- Step #5:** Points to the 'Accepting' checkbox for 'New Patients', which is unchecked.

At the bottom of the form, the 'Search' button is circled in red.



# Health Savings Account

## What Is a Health Savings Account?

A Health Savings Account (HSA) is a tax-advantaged savings account owned by an individual that can be used to pay for qualified medical expenses for the account owner and their dependents. An HSA, which must be paired with an HSA-qualified health plan (like the Town sponsored HDHP medical plan), allows employees and employers to make pre-tax contributions to a federally-insured account. All of the money in an HSA (including employer contributions) is owned by the employee even if they leave their job, lose their coverage or retire. The money in an HSA never expires and all funds roll over each year.

## Employer Contribution

The Town of Brattleboro will contribute the following to an employee’s HSA in 2023:

Single	2-Person	Family
\$750	\$1,500	\$1,500

In addition, you can contribute your own money to cover any remaining out of pocket expenses. The total maximum contributions (a combination of the Town’s contribution and employee deposits) allowed in 2023 by the IRS are:

**\$3,850 for single coverage**

**\$7,750 for two-person or family coverage**

**A catch-up contribution of \$1,000 can be made if over the age of 55.**

Distributions from the HSA are tax-exempt if used for qualified expenses. Distributions made for other than qualified medical expenses are subject to income tax and a 20% penalty. Anyone covered by another health insurance plan (Medicare, spouse’s policy) are not eligible for an HSA

## Health Advocate

Health Advocate is a service provided to employees participating in the health insurance plan which allows assistance to employees, their spouses, dependents, parents and in-laws.

### Health Advocate can assist employees with:

- ✓ Finding a doctor/provider
- ✓ Getting an estimate on the cost of a procedure
- ✓ Expediting appointments
- ✓ Negotiating payment plans



Contact Health Advocate at 866-695-8622 or [www.healthadvocate.com/members](http://www.healthadvocate.com/members)



# Health Reimbursement Account (HRA) FSA and DCA

## Health Reimbursement Account

A Health Reimbursement Account (HRA) is a funding arrangement provided to help offset expenses associated with an IRS qualified high deductible health plan (HDHP). The HDHP offered by the Town of Brattleboro is a qualified plan. The amounts shown below will be used towards your out of pocket medical and prescription expenses and are 100% employer funded.

Single	2-Person	Family
\$3,500	\$7,000	\$7,000

## How to Establish an HRA Account

The HRA is administered by Healthy Dollars. The HRA will automatically be established for you if you enroll in the Town sponsored HDHP medical plan.

## Flexible Spending Account (FSA)

The Flexible Spending Account (FSA) allows employees who choose to opt out of the Town's medical plan the opportunity to set aside pre-tax dollars for unreimbursed medical, dental, vision or other health related expenses. At the time of printing for 2023 the maximum amount an employee can contribute to an FSA is \$3,050. (This may be adjusted at a later date.) This plan includes a rollover provision that allows employees enrolled in an FSA to rollover up to \$610 of unused funds into the next plan year.

## Dependent Care Account (DCA)

The Dependent Care Account (DCA) allows employees to use pre-tax dollars toward qualified dependent care such as caring for children under age 13 or elder care. In 2023, the annual maximum amount you may contribute to the Dependent Care Account is \$5,000 (or \$2,500 if married and filing separately) per calendar year.

## Healthy Dollars Website Instructions:

Employees who participate in an FSA and/or DCA will be issued a debit card to pay for eligible expenses. Employees will be responsible for managing their FSA accounts on the Healthy Dollars website.

### To Register:

- 1) Login at [www.healthydollarsinc.com](http://www.healthydollarsinc.com)
- 2) Click on "Employee Login"
- 3) Click on "Register"
- 4) Select a Username (between 5-16 characters); Select a Password (follow instructions for requirements)
- 5) Enter your first and last name, email address, employee ID (social security number with no dashes)
- 6) Registration ID: use the drop-down menu to select the Card Number, enter 16-digit card number in the space. Please note: if you do not yet have your Healthy Dollars Debit Card, select "Employer ID" from the drop-down menu and enter **AAITBRATTLEB** into the field.
- 7) Make sure to accept terms of use
- 8) Click on the ? Mark bubbles to get additional help

### Once your registration is complete, you can:

- View FSA/DCA plan activity
- Receive claim/reimbursement notices
- Submit claims if needed







# 2023 Dental Plans Northeast Delta Dental

The Town offers, on an employee-paid basis, a comprehensive dental plan through Delta Dental. Employees scheduled to work 20 or more hours per week may elect group dental insurance. Eligibility is the first of the month coinciding with or following date of hire.

Outline of Covered Services		Plan A Premium PPO	Plan B Preferred PPO
Calendar Year Maximum per person for services under A, B & C		\$2,000	\$1,500
One-Time Deductible per person/family (Coverage B & C only)		\$100/\$300	\$75/\$225
<b>Coverage A Preventive/Diagnostic</b>	<b>Evaluations</b> – 2 in a 12-month period <b>X-rays</b> – Bitewing X-rays once in a 12-month period, X-rays of individual teeth as needed. <b>Oral Cancer screening:</b> Once in a 12-month period. <b>Cleanings:</b> 2 in a 12-month period <b>Fluoride Treatment:</b> 2 in a 12-month period (to age 15). <b>Sealant Application:</b> For permanent molars once in a lifetime per tooth (for children to age 15).	100%	100%
<b>Coverage B Basic Restorative</b>	<b>Restorative:</b> Amalgam (silver) fillings, Composite (white) fillings <b>Oral Surgery:</b> Routine extractions. <b>Periodontal Cleanings:</b> Maintenance procedures. <b>Full-mouth/panoramic x-rays:</b> Once in a 5-year period. <b>Space Maintainers:</b> To age 15. <b>Emergency Palliative Treatment</b>	80%	70%
<b>Coverage C Major Restorative</b>	<b>Oral Surgery:</b> Complex extractions and other surgical procedures. <b>Removeable &amp; fixed partial dentures (bridges)</b> <b>Complete dentures</b> <b>Denture rebase, reline &amp; repair</b> <b>Crowns &amp; crown lengthening</b> <b>Implants &amp; Onlays</b> <b>Treatment of gum disease (periodontics)</b> <b>Root canal therapy (endodontics)</b>	50%	50%
<b>Orthodontia (Coverage D)</b> – For adults & dependent children <i>6 month waiting period applies</i>		50% up to \$1,500	50% up to \$1,250

Bi-weekly Cost	Single	2-Person	Family
<b>Plan A (Premium)</b>	\$20.17	\$36.89	\$63.29
<b>Plan B (Preferred)</b>	\$17.72	\$32.38	\$55.32



# 2023 Vision Plan

## VSP

The Town offers, on an employee-paid basis, a comprehensive Vision Plan through VSP. Employees scheduled to work 20 or more hours per week may elect group vision insurance. Eligibility is the first of the month coinciding with or following date of hire. Remember to verify your provider's acceptance of VSP and note there is an out of network allowance to be reimbursed.

Benefit	Description	In Network Provider
<b>Annual Well-Vision Exam</b>	<ul style="list-style-type: none"> <li>Focuses on your eyes and overall wellness</li> <li>Once every 12 months</li> </ul>	\$10 Copay
<b>Frame</b>	<ul style="list-style-type: none"> <li>\$130 allowance for a wide selection of frames</li> <li>\$150 allowance for featured frame brands</li> <li>20% off amount over your allowance</li> <li>Once every 24 months</li> </ul>	\$25 Copay <i>Prescription Glasses</i>
<b>Lenses</b>	<ul style="list-style-type: none"> <li>Single vision, lined bifocal, and lined trifocal lenses</li> <li>Polycarbonate lenses for dependent children</li> <li>Once every 12 months</li> </ul>	\$25 Copay <i>Prescription Glasses</i>
<b>Lens Options</b>	<ul style="list-style-type: none"> <li>Standard progressive lenses</li> <li>Premium progressive lenses</li> <li>Custom progressive lenses</li> <li>Average savings of 35-40% on other lens enhancements</li> <li>Once every 12 months</li> </ul>	\$50 \$80-\$90 \$120-\$160
<b>Contacts (instead of glasses)</b>	<ul style="list-style-type: none"> <li>\$130 allowance for contacts</li> <li>Contact lens exam (fitting and evaluation)</li> <li>Once every 12 months</li> </ul>	Up to \$60

- VSP provides some coverage for out of network vision services.** Exam up to \$50, frame up to \$70, single vision lenses up to \$50, contacts up to \$105. See your plan documents for further out of network reimbursement amounts. For a complete listing of providers go to [www.vsp.com](http://www.vsp.com)

Biweekly Cost:	Single	2-Person	Family
<b>Vision Plan</b>	\$5.47	\$7.76	\$14.22



# Life & Disability Insurance

## Voluntary Life Insurance & EAP

### Basic Life & AD&D Insurance

#### 100% funded by the Town

- Please refer to your employee manual for details and coverage amounts.

### Long Term Disability Insurance

#### 100% Employee paid (benefit not taxable)

- Eligibility is the first of the month coinciding with or next following date of hire for employees scheduled to work 30 or more hours per week.
- Benefit is 66 2/3% of basic monthly earnings up to a \$5,000 maximum.
- Payment of benefits begin after 180 days from the start of a qualified disability

### Voluntary Life & AD&D Insurance

#### 100% Funded by Employees

*Eligibility is the first of the month coinciding with date of hire for employees scheduled to work 20 hours or more per week.*

- Employees may purchase coverage on themselves in increments of \$10,000 to a maximum of \$300,000. Employees are guaranteed coverage up to \$150,000 when initially enrolling without having to complete an Evidence of Insurability form (medical questionnaire).
- Employees may purchase coverage on their spouse in increments of \$5,000 to a maximum of \$150,000 or 50% of the employee's elected voluntary life coverage amount (which ever is less) without having to complete an Evidence of Insurability form.
- Employees may purchase coverage on their dependent child(ren) in increments of \$1,000 to a maximum of \$10,000.
- Benefit reduces to 65% at age 65 and to 50% at age 70.



### Employee Assistance Program (EAP)



An Employee Assistance Program is offered to all Town employees and immediate family members through Invest EAP. This is a completely confidential counseling program that covers issues such as marital and family concerns, depression, substance abuse, grief and loss, financial assistance or other personal stressors. You can contact Invest EAP at (800) 287-2173 or [www.investeap.org](http://www.investeap.org)



# Retirement Plan Overview

The Town recognizes the importance of saving for retirement and offers several plans to support our employee's efforts in this regard.

**Vermont Municipal Employees' Retirement System (VMERS)** is a defined benefit public pension plan provided by the State of Vermont for participating municipalities' employees. It was created in 1975 and is governed by Vermont Statute Title 24, Chapter 125. In a defined benefit system, there is a promise to provide members with a monthly retirement allowance, providing they serve a minimum number of years of service in the system. The benefit is generally defined through a statutory formula that takes into account the member's age, average final compensation and years of service. Benefits are guaranteed to be paid for the remainder of the member's life after retirement and may be passed along to another individual after the member's death under certain options that may be elected at retirement.

Retirement coverage extends to the following classification of employees: All municipal employees who work on a regular basis for not less than 24 hours per week and for not less than 1040 hours in a year.

Employees **must** join the system as a condition of employment and begin contributions immediately upon date of hire. You will be vested in VMERS upon the attainment of five (5) years of creditable service.

- **Sworn Police Officers and Professional Firefighters are enrolled in Group D** – members make pre-tax contributions equal to 12.35% (increasing to 12.60% on 7/1/2023) of gross pay. The Town's matching contribution is currently 10.85% (increasing to 11.10% on 7/1/2023) of your gross pay.
- **All other employees hired to regularly work at least 24 hours a week are enrolled in Group B** – members make pre-tax contributions currently equal to 5.875% (increasing to 6.125% on 7/1/2023) of gross pay. The Town's matching contribution is currently 6.50% (increasing to 6.75% on 7/1/2023) of your gross pay.

The Defined Benefit Plans of the Vermont Municipal Employees' Retirement System are actuarial reserved, joint-contributory programs. In these plans, the members and their employers make contributions to the fund, qualified as a tax-exempt organization under Sections 401(a) of the Internal Revenue Code (IRC). These funds are invested and interest earnings on the investments are placed in a reserve to pay benefits to the retired members and beneficiaries of deceased members. The law requires the retirement fund to remain in actuarial balance. This guarantees to the members the availability of funds to pay their benefits when they retire. More information about the VMERS Plan is available online at

[www.vermonttreasurer.gov/retirement](http://www.vermonttreasurer.gov/retirement)



The Town of Brattleboro also sponsors a 457(b) deferred compensation plan which is administered by Lincoln Financial Group. Participation in the plan is voluntary. You are immediately eligible to defer a portion of your salary into the 457(b) plan with pre-tax dollars or Roth after-tax dollars up to the IRS limit (\$22,500 in 2023). There is an additional \$7,500 catch-up provision if you're over 50. You can change your contributions to the 457(b) per pay period. You may be eligible to rollover money from a former employer's plan into your 457(b) plan immediately.

The Richards Group is an independent advisor to the 457(b) deferred compensation plan.



# Employee Navigator Online Benefit Enrollment System



The Town of Brattleboro streamlines the benefit enrollment process by utilizing Employee Navigator.

Employee Navigator is an online benefit enrollment system that allows you to complete your benefit enrollment elections and process your own life events at the click of a button. It will also give you access to your benefits 24/7.

## How to Enroll in Your Benefits

To get started, go to:

<https://www.employeenavigator.com/benefits/Account/Login> or scan the QR code below:



- **Step #1**
  - **To register for the site/ For New Users:** click on the registration link in the email you received by your administrator or click *“Register as a new user.”* Follow the prompts to create an account and your own username and password.
  - **Company Identifier** = Brattleboro
  - **For Returning Users:** Login with the username and password you selected. If you have forgotten your password, you can click *“Reset a forgotten password.”*
- **Step #2**
  - After you have logged in, click *“Let’s Begin”* to complete your required tasks.
- **Step #3**
  - Complete any onboarding tasks before enrolling in your benefits. You will be all set when you see a green checkmark next to Onboarding on the screen.
  - Once you’ve completed these tasks, click on *“Start Enrollment”* to begin enrolling in your benefits.
  - After you’ve clicked *“Start Enrollment”* you will need to complete some personal & dependent information before making your benefit elections.
- **Step #4**
  - To enroll dependents in a benefit, click the checkbox next to the dependent’s name under *“Who am I enrolling?”*
  - Once you’ve selected who you would like covered under the benefit plan, the cost to you per pay period will appear.
  - To elect the benefit plan, simply click *“Select Plan”* found underneath the plan cost and then click *“Save & Continue”* found at the bottom of each screen to save your elections.
  - If you do not want a benefit offered, click *“Don’t want this benefit”* at the bottom of the screen and select a reason from the drop-down menu.
- **Step #5**
  - If you have elected any benefits that require a beneficiary designation, Primary Care Physician or completion of and Evidence of Insurability form, you will be prompted to add in those details.
- **Step #6**
  - Review the benefits you have selected on the enrollment summary page to confirm they are correct and then click *“Sign & Agree”* to complete your enrollment.
  - You can either print a summary of your elections, or login at any time to view the summary online.



# Wellness

## How to Get Started with Wellbeats

Ready to play a class? Here is how to login and start using Wellbeats today:

1

### Verify your login credentials

Your username and password is sent to your work email address. You can search "Wellbeats" or "support@wellbeats.com" in your email inbox.



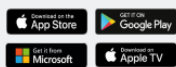
Forgot your password? Select the "Forgot Password" option to reset. If you're still having trouble, you can contact the Wellbeats Support Team at [support@wellbeats.com](mailto:support@wellbeats.com) for help.

2

### Download Wellbeats on your preferred device

You can also visit the Wellbeats website portal on your computer to play classes.

Download the Wellbeats app:



OR

Login on the website portal: [portal.wellbeats.com](http://portal.wellbeats.com)



3

### Play a class!

You can find workouts for all ages, levels, and abilities. Options include cycling, yoga, Pilates, walking/running, HIIT, strength training, kickboxing, dancing, office breaks, stretching, and so much more!



Share your progress with us using #Wellbeats on Facebook or Instagram so we can give you a special shout out.



Have questions? Contact the Wellbeats Support Team at [support@wellbeats.com](mailto:support@wellbeats.com).



The Town of Brattleboro is pleased to be partnering with Wellbeats to promote a wellness initiative for employees. Wellbeats is an easy-to-use, on-demand fitness platform to help you feel happier, healthier and stronger. By creating your Wellbeats account you will receive access to 800+ fitness, nutrition and mindfulness classes.

To get started, download the Wellbeats App or go to [portal.wellbeats.com](http://portal.wellbeats.com). Login to your account with the credentials sent to your work email address. You can locate this email by searching for "Wellbeats" or "support@wellbeats.com" in your inbox.

Once you join Wellbeats, you can invite up to 3 family members. Invitees must be at least 14+ years of age.

## We're Committed To Helping You Thrive

The Town of Brattleboro is committed to fostering a workplace that promotes, supports and improves the mental wellbeing of employees and their families. We do this with a continuous improvement approach to culture and by providing several benefits for mental wellbeing. We empower employees and their families to utilize all resources available.

## Your Mental Wellbeing Benefits

### Medical plan benefits include:

- *In-person and virtual counseling*
- *Treatment for substance use disorders*
- *Prescription coverage*
- *Employer contribution to Health Savings and Health Reimbursement Accounts*

### Employee Assistance Program (EAP):

- *Available to all household members through InvestEAP*
- *For more information on the EAP please refer to page 9*

### Additional mental wellbeing benefits:

- *Employee Wellness Program*
- *Paid time off*
- *Mental wellbeing app subscription*







# Vacation & Sick Leave & Holiday Schedule

## Vacation

- Union employees should consult their contract.
- Full time employees earn vacation at the end of the 1<sup>st</sup> month of employment. Unused time carries forward except accumulation shall not exceed 30 days on June 30.
- Except as noted below, annual vacation leave is based on continuous service to the Town and shall be computed as follows:
- Management employees accrue an additional one half ( ½ ) day per month. This vacation time is credited at the end of each month.
- Regular part time employees who work a regular schedule of 10 or more hours but less than 30 per week receive prorated vacation and holiday benefits based on budgeted hours.

Length of Service	Accrual Rate
Through 5 years	1 day per month
6 through 10 years	1 ¼ days per month
11 through 15 years	1 ½ days per month
16 through 19 years	1 ¾ days per month
20 or more years	2 days per month

## Sick Leave

- Union employees should consult their contract.
- All full time Town employees shall earn sick leave at the rate of one day per month until one hundred twenty (120) days of sick leave have been earned. No additional sick leave shall be earned beyond one hundred twenty (120) days.
- An employee will begin to earn paid sick leave at the end of the first full month (30 days) of employment. Employees shall not be entitled to any compensation for sick leave before three (3) months of continuous full-time employment or upon separation from the Town’s employment, nor will any sick leave be earned beyond the employees’ date of termination.

## 2023 Holidays

<b>New Years’ Day</b>	January 1 <sup>st</sup> (Observed Monday January 2 <sup>nd</sup> )
<b>Martin Luther King Day</b>	Federal Monday Holiday, January 16 <sup>th</sup>
<b>President’s Day</b>	3 <sup>rd</sup> Monday in February 20 <sup>th</sup>
<b>Memorial Day</b>	Federal Monday Holiday, May 29 <sup>th</sup>
<b>Independence Day*</b>	Tuesday July 4 <sup>th</sup>
<b>Labor Day</b>	1 <sup>st</sup> Monday in September 4 <sup>th</sup>
<b>Indigenous Peoples’ Day</b>	2 <sup>nd</sup> Monday in October 9 <sup>th</sup>
<b>Veteran’s Day</b>	November 11 <sup>th</sup> (Observed Friday November 10 <sup>th</sup> )
<b>Thanksgiving Day</b>	4 <sup>th</sup> Thursday in November 23 <sup>rd</sup>
<b>Day after Thanksgiving</b>	November 24 <sup>th</sup> (except Library)
<b>Christmas Eve</b>	Office hours will vary Friday December 22 <sup>nd</sup>
<b>Christmas Day</b>	Monday, December 25 <sup>th</sup>
<b>New Year’s Eve</b>	Office hours will vary Friday, December 29 <sup>th</sup>

