



Town of Ludlow, Massachusetts
Human Resources

MEMORANDUM

TO: All Eligible Employees
FROM: Carrie Ribeiro, Human Resources Director
DATE: August 6, 2020
SUBJECT: Vacation Accruals

We have received several questions about whether additional vacation carryover will be permitted due to the current state of emergency. Given the current COVID-19 situation, and in recognition that many employees have not been able to use vacation leave over the past several months because they have been subject to a partial shutdown due to the COVID pandemic, the Town will allow all eligible employees the following solutions:

Vacation Time Earned in FY20

Employees will be allowed to carryover up to two additional weeks of vacation past their anniversary date. These additional two weeks can be used through June 30, 2021. Employees who have over two weeks of unused vacation time will be paid out for up to one additional week. A payment date has not yet been determined. Any remaining vacation time, will have to be used by the employee's anniversary date or it will be lost.

Vacation Time Earned in FY21

Employees will be allowed to carryover up to two additional weeks of vacation past their anniversary date, if applicable. These additional two weeks can be used through June 30, 2022. Any accrued vacation time above two weeks will have to be used by the employee's anniversary date or it will be lost.

Police, Fire, Central Dispatch and Local 98 are exempt from this carryover and extension of vacation time since they have been working their regular schedules,

Use of vacation time is subject to the Department Heads approval as stated in the Personnel Policy Manual and Collective Bargaining Agreements.

This accommodation has been put in place by the Town to provide employees with flexibility in planning vacations and in hopes, that employees do not lose any accrued vacation time.

If you have any questions, please do not hesitate to contact me.