

**Town of Acton**

**Earned Paid Leave Act Policy**

Effective January 1, 2021

(Pursuant to 26 MRS § 637)

An employee who is not already earning Paid Time Off (PTO) under the personnel policy; shall earn one (1) hour of Earned Paid Leave (EPL) for each forty (40) hours worked, and may accrue up to 40 hours in one year. Accrual of EPL begins at the start of employment, but may not be permitted to use until the employee has been employed for 120 consecutive days. Earned Paid Leave hours may be used for any reason; illness, vacation, appointments, etc.

For planned leave, the employee must request EPL no less than 4 weeks in advance from their immediate supervisor by filling out an Earned Paid Leave Request form.

For illness, or emergent need that it is not feasible to give advanced notice, you must contact your immediate supervisor as soon as practical. For any illness related Earned Paid Leave exceeding 3 days, the employee must provide a doctor's note upon return.

An employee may carry forward up to 40 hours of unused EPL into the next year, but will not have more than 40 hours in their EPL "bank" in one year.

*Example 1: Sarah carries over 40 EPL hours into 2022, Sarah does not accrue any additional hours in 2022.*

*Example 2: Sarah carries over 30 EPL hours into 2022, Sarah will only accrue an additional 10 hours in 2022.*

EPL hours must be used during employment with the Town or they will be lost. Unused EPL has no cash value upon termination of employment with the Town.

All salaried/stipend employees covered under this act, must submit a detailed time sheet showing the hours actually worked to the Treasurer at least monthly.

**Current Paid positions, not already covered under the PTO policy, that are exempt from this Act are listed below:**

Election employees earning less than \$1,000 in a 12 month period

Adopted 12/30/2020



Stacey-Horn, Kimberly



Winchell Jr., David



Walsh, Edward

Board of Selectmen