



TOWN OF CHILMARK, MASSACHUSETTS

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To: Chilmark Board of Selectmen
From: Chilmark Human Resources Board
Date: March 13, 2020
Re: Amendment to the Human Resources Bylaw procedures manual

The Human Resources Board of Chilmark (HRBC) held a properly posted and published public hearing on Thursday, March 5, 2020 and voted to recommend that the Human Resources Bylaw Procedures Manual be amended in the following section, on page 22:

Section 9.0 Holidays

Year-round Employees shall be entitled to half days off with pay before New Year's Day, Thanksgiving Day and Christmas Day, providing that these half days fall on working days and the employee is not necessary to maintain essential Town services. Under the provisions of Chapter 4, Section 7, Clause Eighteen, legal holidays that fall on a Saturday shall be observed on that day. Employees assigned to work shall be given an additional day off as the law and applicable collective bargaining agreements allow. Whenever possible, the following Monday shall be used as the alternative day off. A legal holiday shall be observed on the day following when said holiday should occur on Sunday (Chapter 4, Section 7, Clause Eighteen).

A Year-round Employee will be excused without loss of pay from working on a holiday which falls or is observed on a day he/she is regularly scheduled to work.

A Year-round Employee who does not have an established work schedule shall not be eligible for holiday pay.

A Year-round, Non-Exempt Employee who is required by his or her Supervisor to work on a holiday will be compensated for the hours worked at a rate of pay equal to one and one-half (1 1/2) times his/her regular hourly rate, in addition to his/her regular pay for the day. A Year-round employee whose established schedule is not a standard Monday-Friday work schedule or whose regular schedule does not include the day on which a holiday falls or on which it is observed shall be granted a paid day off on a day that is approved by his or her Supervisor. **Earned holiday time shall be taken by the end of the fiscal year following the fiscal year in which it was earned.**

Jennie Greene, Chairperson