

From: [Todd Selig](#)
To: [Michael Lynch](#); [Douglas Bullen](#); [David Kurz](#); [Rene Kelley](#); [Dawn Mitchell](#); [Karen Edwards](#); [Jen Berry](#); [Lorrie Pitt](#); [Todd Selig](#); [Gail Jablonski](#); [Luke Vincent](#); [Jennifer Johnson](#); [Janice Richard](#); [Todd Selig](#); [Lisa Beaudoin](#); [David Holmstock](#); [Michael Behrendt](#); [Jim Rice](#); [April Talon](#); [David Emanuel](#); [Rachel Gasowski](#); [Audrey Cline](#); [Randall Trull](#); [Deborah Ahlstrom](#); [John Powers](#); [Christine J. Soutter](#); [Kelley Fowler](#); [Rachel Deane](#); [Sheryl Bass](#)
Subject: Administrative Order #2 - Suspending Maximum Vacation Accruals
Date: Monday, April 06, 2020 12:12:55 PM

DATE: April 6, 2020
TO: All Town Employees
FROM: Todd Selig, Town Administrator
RE: Administrative Order #2 - Suspending Maximum Vacation Accruals

In light of the ongoing COVID-19 State of Emergency we are aware that many Town employees, in the interest of our community and our citizens, are delaying the use of their vacation and personal leave so as to not put an undue burden on the remainder of the department. We realize that our employees are the backbone of the Town and take their duties very seriously. By delaying use of leave this may cause an employee to lose time due to reaching the maximum accrual of 240 vacation hours or reaching the anniversary date of their personal leave accrual.

The Town is therefore, suspending maximum accumulation of vacation leave and the expiration of personal days during the COVID-19 State of Emergency.

Once the State of Emergency has been lifted employees will be allowed an additional six months to use any leave accumulated over the maximum.

Please share this notice with the members of your staff.

Todd

Todd I. Selig, Administrator
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For suggestions from the CDC on how to protect yourself and your family from Coronavirus (**COVID-19**), click [HERE](#).
