



## TOWN OF BERLIN

### Public Works/Engineering Department

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**To:** Highway Department Staff  
**From:** Michael S. Ahern, P.E., Public Works Director/Town Engineer  
**Date:** December 7, 2021  
**Re:** Vacation/Personal/Floating Holiday/Compensatory Time

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The Highway Department policy for the minimum increment for the above-referenced time off has been one (1) hour for some time. (This issue is not addressed in the current Blue Collar or Middle Management agreements.) Based on feedback from Highway Staff, we are adjusting this to a minimum increment of one-half hour (30 minutes). Note that this applies only to Highway Department personnel. This policy change does not affect sick leave for Blue Collar employees, which is governed by Section 12.0 of the current Blue Collar agreement, which states: "Sick leave shall be used in increments of at least one (1) hour."

We appreciate the quality work that your department completes, from road/drainage work and snow removal to the emergencies in the middle of the night (trees down, flooding, etc.). This adjustment will provide additional flexibility for those who need it.

cc: Aroscha Jayawickrema, Interim Town Manager  
Denise Parsons, Human Resources  
Matt Odishoo, Deputy Fire Marshal - Union  
Billy Deblasio, Union