

ADDENDUM E TO EMPLOYEE MANUAL DATED DECEMBER 19, 2011

The Board of Selectmen met on January 11, 2016 and adopts the following Addendum E to the 2016 Employee Manual as amended to be effective on January 1, 2016. The newly adopted sections shall read as follows:

SECTION III. The Benefits Package, Subsection C. Vacation, Paragraph 6

6. Payment in Lieu of Vacation

Except as provided in the preceding "Section 5. Accumulation Rights," payment in lieu of a vacation will only be granted with advance approval in writing by the Board of Selectmen. Written requests must be submitted to the Board prior to December 1st of each year. Each case will be considered separately by the Board. In no case will the Board grant Payment in Lieu of Vacation in excess of eighty (80) hours in total during a calendar year. If payment in lieu of vacation is approved, one (1) week (forty (40) hours) of vacation is equivalent to a regular scheduled workweek at your normal hourly wage or salary rate. Accrued but unused vacation pay will be paid to you in cash upon termination of employment unless you were advanced vacation pay in excess of your accrued amount at termination.

Also,

SECTION III. The Benefits Package, Subsection C. Vacation, Paragraph 3

3. Amount of Vacation

Regular employees are eligible to accrue vacation time during their Probationary Period. Regular employees accrue vacation time ~~for each full-calendar-month pay period of service.~~ The vacation accrual rate is based on your length of service, as follows:

Years of Service	Maximum Accrual Per Year (In Days)	Monthly-Accrual Rate (In Hours) <u>Per Pay Period</u>
Less than five (5)	10	6.663.08
Five (5) but less than ten (10)	15	10.004.62
Ten (10) but less than twenty (20)	20	13.336.15
Twenty (20) or more	25	16.677.69

~~Anyone whose hiring or anniversary date begins during the first through fifteenth of the month will be credited for that month's vacation time as a full month of employment. Anyone whose hiring or anniversary date begins during the sixteenth through the end of the month shall start to accrue or change their vacation time accrual rate on the first day of the following month.~~

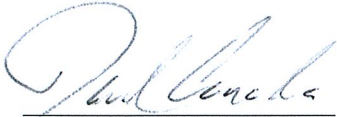
~~An employee's accrual rate will change on the payroll period in which the anniversary date of their hire occurs at which time an employee's accrual rate will reflect the number of years of service to the Town and to any other public agency while employed in a similar position. The employee's accumulation rate of vacation time will be changed based on their anniversary date and years of service in terms of full months of employment with the Town and other public agencies while employed in a similar position. A full month's accrue is determined using the terms of the preceding paragraph.~~

Anyone who leaves the employment of the Town prior to the end of a year will have the earned accrued balance of vacation time paid to them at termination. ~~An employee who terminates employment during the first through the fifteenth of the month will not receive credit for that month's vacation accrual. Anyone who terminates their employment during the sixteenth through the end of the month shall receive credit for that~~

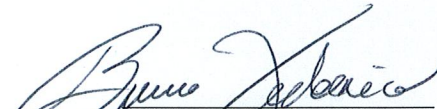
month's vacation accrual.

This Addendum E is hereby adopted on January 11, 2016 by the Board of Selectmen

Stratham Board of Selectmen



David Canada



Bruno Federico



Timothy Copeland