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## **PERSONAL LEAVE FOR NON UNION STAFF**

### **Purpose**

The Falmouth Housing Authority recognizes that the AFSCME union contract allows for personal leave as a benefit of employment. The purpose of the Personal Leave for Non-Union Staff policy is to provide personal leave hours based on hours worked for those persons who are not subject to the AFSCME union contract.

### **Policy**

Non-union employees will receive:

- a. Three (3) personal days per fiscal year for full time employees
- b. Part-time employees will receive personal days on a prorated basis. For example, an employee who regularly works 21 hours per week shall receive 60% of the leave hours of a full-time employee under this policy.
- c. There is no carryover of unused personal leave, without the approval of the Executive Director (for non-union staff). In the case of carryover of personal leave for the Executive Director, approval from the Board of Commissioners is required.

The Falmouth Housing Authority will not tolerate discrimination including age, sex, race, color, creed, religion, ethnicity, sexual orientation, gender identity, national origin, citizenship, disability, or marital status or any other legally recognized protected class under federal, state, or local laws, regulations or ordinances.

*Approved by the Board of Commissioners on 4/20/21*