December 15, 2025 Commissioners Meeting

Update of Non-Union Personnel Policy – Article XI, Section 9.4 – Earned Paid Leave

Accrual of Earned Paid Leave: Effective January 1, 2021, in accordance with the Maine Earned Leave Time Law, employees are entitled to earn a minimum 1 hour of paid leave for every 40 employment. Earned paid leave will be paid at the employee's regular rate of pay as established in the week immediately prior to taking Earned Paid Leave.

Use of Earned Paid Leave: Once employees have been employed for 120 calendar days, they may use accrued earned paid leave for any reason and can use in increments of 1 hour or more. ~~Employees may carry over up to 40 hours from one defined year (based on the anniversary date of hire) to the next. Employees can use up to 40 hours in any defined year (based on the anniversary date of hire.)~~ The first 40 hours of vacation, earned time, sick time, and personal time used each year will be designated as Earned Paid Leave. Any unused Earned Paid Leave (EPL) shall be carried over to the next year. The rollover of unused and accrued EPL from the prior year shall not reduce the amount of EPL a covered employee is eligible to earn in the current year.

Notice Requirement: Employees must provide at least 4 weeks' prior notice to their supervisor of their intent to use this earned paid leave, unless leave is for an emergency, illness, or other sudden necessity where advance notice may not be feasible. Notice must be given as soon as practicable.

Leave Accrual upon Separation: Unused accrued leave ~~(up to 40 hours)~~ will not be paid to the employee at time of separation. In the event that an employee returns to work for the County within 12 months of separation, the employee may access their prior accrued and unpaid EPL accrual balance, provided that 120 days have passed from the employee's first date of employment and the start of employment in any subsequent position.

General Guidelines as outlined on page 30 of the Non-Union Personnel Policy apply to Earned Paid Leave.