



**Town of Arlington  
Office of the Town Manager**

**Adam W. Chapdelaine**  
Town Manager

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**To:** Members of the Board of Selectmen

**From:** Adam W. Chapdelaine, Town Manager

**CC:** Julie McLaughlin, Payroll Director, Richard Viscay, Comptroller, Caryn Malloy,  
Human Resources Director

**RE:** Town Manager Vacation "Buy Back"

**Date:** December 1, 2015

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Pursuant to Section 3A (included below) of the terms of my employment agreement with the Board, I am writing to inform the Board of my intention to request the "buy back" of ten (10) unused vacation days from calendar year 2015.

If you have any questions in regard to this matter, please do not hesitate to contact me.

**3. Vacation, Sick Leave, and Long Term Disability**

**A. Vacation Leave.**

Mr. Chapdelaine shall earn twenty (20) vacation days per calendar year. Mr. Chapdelaine's vacation accrual shall be prorated for service of less than one full calendar year. Mr. Chapdelaine, at his option, may elect to have the Town "buy back" up to and including ten (10) accrued unused vacation days per calendar year provided that Mr. Chapdelaine gives the Board written notice that he will be requesting such buyback. This buyback will be subject to all legally required withholdings. Vacation that is not used and that has not been bought back shall not be carried over into a subsequent calendar year.