



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

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us
Website: www.arlingtonma.gov

To: Members of the Select Board

From: Adam W. Chapdelaine, Town Manager

CC: Ida Cody, Comptroller, Caryn Malloy, Human Resources Director

RE: Town Manager Vacation "Buy Back"

Date: December 3, 2020

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 2020.

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-two (22) 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.