Memo

Devens Enterprise Commission

Date: January 25, 2023

To: **Devens Enterprise Commission**

From: Peter Lowitt, Director and Neil Angus, Environmental Planner

RE: **Vacation Carry-over payout update**

At the December 20, 2022 regular meeting, the DEC approved a motion to allow DEC Staff to continue carrying over an additional 5 days of vacation (over and above the 10 already allowed in the DEC personnel policy) due to the pandemic, for one more year. This approval also included a one-time payout of the overage of vacation days which will bring them down to their allotted 15 days to carry-over for 2023. After 2023 they will only be able to carry over the 10 days and any days over that will be lost if not used.

The vacation day totals and carry-over numbers that were provided to the Commission at the December 20th meeting were incorrect. The amounts given were the total amount of vacation USED in 2022:
Peter 19.25 days
Neil: 7.5 days

The actual UN-USED vacation days in in FY 2022 were:
Peter: 17.65 days
Neil: 32.23 days

Since the DEC authorized staff to carry-over only a max of 15 days, that would result in a one-time payout for staff as follows:
Peter: 2.65 days
Neil: 17.23 days

If the Commission agrees, a motion should be made to re-authorize the carrying over of 5 additional vacation days (15 total) from 2022 to 2023 and a one-time vacation carry-over payout of 2.65 days for Peter Lowitt and 17.23 days for Neil Angus due to exceptional circumstances arising from the pandemic.