



POLICY OF TITLE: PAID TIME OFF. UPDATED 02/25/24, 9/23/25

POLICY NUMBER: 1

DEVELOPED BY: Ocean Park Association (OPA) Personnel Subcommittee,
February 2024. Revised September 2025

APPROVED BY: Executive Committee on 2/29/24, 10/14/25

POLICY: The Ocean Park Association values its employees and recognizes the need to provide paid time off for eligible employees. This policy is the definitive document and supersedes any other prior documents including the employee handbook.

SCOPE: This policy covers eligible employees, who are not seasonal. If, however, an employee is covered under the terms of a written employment contract, executed by OPA President, Executive Director, or other authorized Executive officer, then the terms of that contract would supersede the provisions of this policy.

Eligible Employees are any employee who is a year round employee or works for more than 120 days in a calendar year, but is not a seasonal employee. [26 M.R. S. sub-section 1251.](#)

Season Employees are defined as any employee who is hired for a specific or limited amount of time, temporary worker, and works less than 26 weeks per year. They are not a year round employee. [Maine Revised Statutes Title 5 § 1583-C \(2005\)](#)

PURPOSE: The purpose of this policy is to define the terms and conditions for accruing, requesting and taking paid time off for vacation, sick time, holidays and personal time.

RESPONSIBILITY: The Executive Director, with the help of our payroll specialist, is responsible for recording, approving and managing all time off. Employees are responsible for recording and submitting accurate time cards in a timely manner to the Executive Director.

The Ocean Park Association recognizes that time away from work is essential for rest, renewal, and personal well-being. Our Paid Time Off (PTO) policy reflects our commitment to supporting a healthy work-life balance, encouraging employees to recharge, spend time with loved ones, and return to work with wellbeing and purpose. By offering this benefit, we aim to show our appreciation for the hard work and dedication of our team, while fostering an environment where both professional and personal growth can thrive.

VACATION:

All non-seasonal employees accrue vacation time at the rate equivalent to what matches their work schedule and years of service. Vacation time accrues with each hour worked. New non-seasonal employees are eligible to take accrued vacation time, after a 90 days wait period,

For the first 4 years of service, employees will receive the amount of 2 weeks vacation time (80 hours or the rate equivalent to what matches their work schedule. For example: 30, 25, 10 hours, etc.)

At the beginning of the 5th calendar year, employees will receive the amount of 3 weeks (120 hours or the rate equivalent to what matches their work schedule. For example: 30, 25, 10 hours, etc.).

At the beginning of the 6th calendar year, employees will receive the amount of 3 weeks + 1 day (128 hours or the rate equivalent to what matches their work schedule. For example: 30, 25, 10 hours, etc.).

At the beginning of the 7th calendar year, employees will receive the amount of 3 weeks + 2 days (136 hours or the rate equivalent to what matches their work schedule for example: 30, 25, 10 hours, etc.).

Etc. up to 10th calendar year, employees will receive the amount of 4 weeks (160 hours or the rate equivalent to what matches their work schedule for example: 30, 25, 10 hours, etc.).

All employees may accrue and carry forward year-to-year up to 160 hours vacation time.

Once employees reach 160 hours of vacation, no more accruals will occur until the balance falls below the 160 hour mark.

Except in unusual circumstances, vacation must be approved in advance by the Executive Director. Due to the summer schedule, vacation time taken during the months of June, July and August generally will be limited and are at the discretion of the Executive Director.

Vacation time may be requested to be taken in hourly increments.

An employee who leaves employment will be paid for unused vacation time up to what they have earned.

SICK DAYS:

After 30 days of employment, an employee will be eligible to accrue up to the equivalent of 12 paid Sick Days annually, prorated to the number of hours an employee is hired to work each week. For every hour worked, .046 hours of Sick Time will be accrued.

An employee will carry over any unused Sick Days into the next calendar year, accruing up to a maximum of 240 hours. Once an employee has accrued 240

hours of Sick Days, the employee will no longer accrue any further Sick Days until the employee's balance falls below 240 hours.

An employee must contact the Executive Director as soon as possible, prior to the start of the workday, to inform them of the employee's inability to report to work due to an illness. The supervisor may require a medical verification from a licensed healthcare provider.

Sick time may be taken for the employee's illness or for an employee's medical appointment with a licensed professional such as a physician, dentist, physical therapist, mental health provider, etc. Use of sick time to attend such appointments can also be used for immediate family members (Child, current Partner/Spouse, Parent). Use of sick time for medical routine appointments must be approved in advance by the Executive Director.

Sick time may be taken in increments of less than 8 hours. Any accrued sick time is not payable upon leaving employment.

PERSONAL DAYS:

Effective each calendar year, all non-seasonal employees who work 20 hours or more per month will be granted two personal days to be used at their discretion, with approval by the Executive Director (prorated to the amount of hours an employee is hired to work each week).

The first year of a hire, personal days will be prorated based on hours worked. Therefore a July 1 hire who works 20 or more hours a week would receive one personal day, but someone who was hired on October 1 for 20 or more hours a week would receive 4 hrs (1/2 day) of personal time.

Personal days may only be taken within each calendar year. Unused Personal Days will not be compensated nor can they carry over from one calendar year to another calendar year.

HOLIDAYS:

From the first day of full-time employment, with full time being defined as 30 hours or more per week, an employee will be eligible for the following holidays off with pay:

New Year's Day
Martin Luther King Jr Day
Presidents Day
Patriots Day
Memorial Day
Juneteenth National Independence Day
Independence Day
Labor Day
Indigenous Peoples' Day
Veteran's Day
Thanksgiving Day & Thanksgiving Friday
Christmas Day

If an employee is required to work on a holiday, the employee, with approval from the Executive Director, is to take the equivalent time off within the same pay period in which the holiday occurred. Unused holidays cannot be carried over into another calendar year.

Paid Holidays are not counted as hours worked for the purpose of determining overtime pay eligibility.

An employee is entitled to a Holiday as a paid day off only if the holiday falls on a day of the week that the employee normally works.