



TOWN OF FOXBOROUGH
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MEMORANDUM

DATE: April 1, 2020
TO: All Town of Foxborough Municipal Employees
FROM: William G. Keegan, Jr., ICMA-CM, Town Manager
SUBJECT: Vacation Leave Requirements

As you know, the Coronavirus global pandemic has impacted the entire population, and through this crisis municipal employees must continue to provide essential and critical services to the residents of the community. First and foremost, I want to thank each of you for your dedication and commitment to the residents of Foxborough and for your professionalism and expertise that has kept your respective departments operational and which has enabled town administration to continue to provide critical services to the Foxborough community during this health emergency.

In addition to social and economic impacts, this unprecedented public health crisis has caused us to adapt to alternative ways of working, meeting and communicating in order to maintain continuity of operations to provide essential municipal services. In order to comply with ongoing federal and state orders we have had to adapt our operations and staffing models, work with many of your challenges of closed schools and daycare facilities and disrupted lives.

Given the current COVID-19 situation, and in recognition that many will be unable to use vacation leave during the Local State of Emergency declared for Foxborough on March 17th, I am waiving the requirement for employees to use vacation leave by June 30th and waiving any limits on vacation carryovers into the next fiscal year. All vacation leave accrued/earned in FY20 will be allowed to be carried over to FY21 and must now be used by June 30, 2021. This provides employees with flexibility in planning vacation leave and ensures that no accrued vacation leave will be lost this year.