TOWN OF SUSSEX POLICY

Subject		Number
TIME OFF		P-4
Date AUGUST 26, 2008	*Approved by* COUNCIL [X] OTHER(S) [ ]	*Date* OCTOBER 25, 1993
Signature Michael Lemming	*Date of Revision* AUGUST 25, 2008	PAGE 1/1

Time Off Policy Procedure is as follows:

1. The Department Heads shall request time-off in writing and shall obtain prior approval, in writing, from the Chief Administrative Officer before time off will be granted.

2. The Department Heads shall inform the Chief Administrative Officer, by memo, prior to going out of Town on Town business, and indicate in the aforesaid mentioned memo, who is in charge of the Department while the Department head is away on business.

3. The Department Heads shall submit all employee vacation schedules to the Chief Administrative Officer, by May 15th, for approval prior to the vacation time approval being conveyed to the employees.

4. After the vacation schedules are approved, all vacation changes of Department Heads shall be approved by the Chief Administrative Officer prior to the time vacations are taken.

5. After the vacation schedules are approved, all vacation changes of other employees shall be approved by the Department Heads.

6. The Council designates the Chief Administrative Officer to give approval for the Time-off Policy.