

TOWN OF VULCAN

Policy Manual

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
PE-07			Employee Request for Time Off
Approval	D/M/Y	Resolution #	
Approved	10/10/2000	00.199	
Amended	10.04.2017	17.141	

STATEMENT:

The Town of Vulcan requires a policy to formalize a process for employees to request scheduled time off from work.

1. Policy

- 1.1** All vacation time, time off, or pre-arranged sick time such as medical appointments, must be authorized in writing by the appropriate department head.
- 1.2** Annual vacations consisting of five (5) working days or more must be booked a minimum of four (4) weeks in advance, and approved by the appropriate department head.
- 1.3** Phone calls due to an emergency or sick day must be directed to the department head or administration office only, and must be made as soon as is reasonably possible.
- 1.4** Family emergencies are excluded from this policy, however, the administration office or department head should be advised as soon as is reasonably possible.

- END OF POLICY-