

To: All Department Personnel  
From: Jay Reynolds, Public Works Director  
Date: March 3, 2021  
Re: **Vacation Scheduling & Procedures for 2021**

Individuals requesting extended vacation and/or compensatory leave\* should start to think about their plans for this year. Effective today's date, and up to and including Friday, March 12<sup>th</sup>, Leave Request Forms can be submitted to the Supervisor. On Monday, March 15<sup>th</sup>, all Leave Request Forms will be reviewed and approved based on the criteria and requirements listed below.

Any extended Leave Request Form received after March 12<sup>th</sup>, will be approved on a first come, first serve basis. They must be submitted at least **TEN 10 WORKING DAYS PRIOR TO THE TIME BEING REQUESTED** and shall not conflict with any previously approved requests. As a reminder, daily requests\*\* must be submitted to the employee's immediate supervisor before the end of the previous workday, unless the employee's immediate supervisor has been made aware of an emergency situation after normal work hours.

\*Defined as an employee requesting 40 or more consecutive hours of vacation and/or compensatory leave off, inclusive of any holidays. \*\*Defined as an eight-hour day, or any portion thereof.

**The following restrictions shall apply to all Leave Request Forms:**

- Extended Leave Request\* Forms will be reviewed by classification and approved by seniority. Daily Leave Request\*\* Forms will be reviewed by classification and approved in the order that they are received. Employees shall record the time they are being submitted by punching them using the Time Clock, or other department-approved time keeping device. Vacation and/or Compensatory time will only be approved for time already accumulated.
- The Supervisor and Clerk will coordinate their vacation requests with the Public Works Director's vacation schedule, prior to submitting a **Leave Request Form.**
- The Lead Equipment Operator and Supervisor shall not be off at the same time.
- The Garage Foreman and Mechanic shall not be off at the same time.
- No more than two (2) Equipment Operators shall be off at the same time, including the Lead Equipment Operator and Highway/Parks Operator. This does not include the Parks Equipment Operators or the Mechanic.
- Not more than one (1) Parks Equipment Operator shall be off at the same time.
- The Parks Foreman and only one (1) Parks Equipment Operator shall be off at the same time.
- The Recycling Center Attendants (2 Full-Time & 1 Part-Time) shall coordinate their Vacation and/or Compensatory leave requests to assure that only one attendant is off at any one time. This includes all Holidays and extra openings (if applicable). Requests shall be forwarded to the Supervisor for consideration and approval. The Sunday Openings will require one Full-Time Attendant to be on duty.
- No employee shall be on Vacation and/or Comp Time for more than four (4) consecutive weeks.
- All of the above restrictions also apply to Compensatory leave.
- All requests shall be submitted on Leave Request Forms, unless otherwise approved by the Director and/or Supervisor.
- All individual day (or any portion thereof) leave requests shall be submitted to the individual's immediate supervisor before the end of the previous workday. The Director may waive this requirement and/or Supervisor for on-call personnel who have worked extended hours during a winter storm event.
- The Director of Public Works and/or Public Works Supervisor reserve the right to restrict the use of vacation and/or compensatory time off due to the following; (but not limited to): adverse weather, staffing vacancies, required work tasks, special events or any other unforeseen emergencies.