




POLICY AND PROCEDURE STATEMENT

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|--------------------------------------|--|---|--------------------------|
| SUBJECT REQUESTING TIME OFF | PAGE 1 OF 2 | DATE EFFECTIVE JUNE 1, 2018 | |
| SECTION/POLICY NO. 2.08 | APPROVED BY  MAYOR | SUPERSEDES VOA III-H, MARCH 4, 2010 | |
| PREPARED BY VILLAGE ADMINISTRATOR |  VILLAGE ADMINISTRATOR | APPROVAL DATE | ISSUE DATE 12/31/2017 |
| REFERENCE |  PERSONNEL/BENEFIT COMMITTEE | DISTRIBUTION LIST WEBSITE, MAYOR, COUNCIL CLERK- TREASURER, AND VILLAGE EMPLOYEES | |

SCOPE

- I. This Policy applies to Ashville Personnel, Ashville Government, and Contract Staff (employees).

POLICY:

- I. The Village of Ashville is committed in providing time off for illnesses, vacations, bereavement, jury duty, etc. using a procedure that promotes fairness and maintains the safe and efficient operation of village government.

PURPOSE:

- I. To determine staff in need of time off.
- II. To provide a fair approval process for that time off.
- III. To ensure employees requesting and approving time off follow the procedure.

PROCEDURE

- I. The Village's Mayor and Village Administrator will develop this procedure and staff will comply with the procedure.

General Guidelines:

Administrative Staff:

1. Time off for the Service and Utility Administrative Staff will be submitted on the attached form to the Village Administrator.
2. Time off for the Village Administrator and Fiscal Officer will be submitted to the Mayor.
3. For one to two days off 48 hours maybe required for none emergency request.
4. For three or more days off two weeks request time is preferred.
5. Time off will be based upon when request is made and seniority.

Office:

1. Time off for office staff will be submitted on the attached form to the Village Administrator to coordinate time off to ensure office coverage.
2. The objective is to provide two scheduled employees for the office.
 - a. The village administrator, or designee, may supplement staffing.
3. For one to two days off 48 hours maybe required for none emergency request.
4. For three or more days off two weeks request time is preferred.
5. Time off will be based upon when request is made and seniority.

Service Department:

1. Time off for service staff will be submitted on the attached form to the Service Superintendent for approval of time off.
2. The service department objective will be not to fall below two employees Monday through Friday.
3. For one to two days off 48 hours maybe required for none emergency request.
4. For three or more days off two weeks request time is preferred.
5. Time off will be based upon when request is made and seniority.

Utility Department:

1. Time off for utility staff on the attached form will be submitted to the Chief of Utilities. The Chief of Water and Wastewater will coordinate approval of time off.
2. The utility department objective is not to fall below two scheduled employees Monday through Friday.
3. For one to two days off 48 hours maybe required for none emergency request.
4. For three or more days off two weeks request time is preferred.
5. Time off will be based upon when request is made and seniority.

Police Department:

1. The Police Department will have an internal process to provide a standardized system to provide time off for its staff.

2018 Request for Time Off

Instructions:

1. Complete the Employee Information Section
2. Mark with an X the day (s) requested on the calendar below.
3. Sign Form.
4. Return this form to your supervisor.

EMPLOYEE INFORMATION

Name _____ Doe, Jane _____ Date _____
Last/First/Middle Initial

Dept. ___ADM_____ Status: Full-time Part-time

ID# _____ Hire/Seniority Date: _ 01/01/2000 # of Days Due _____

On 12/19/17 Sick Leave = 0.00 Vacation = 00.00 Personal Leave = 0.00
 Supervisor's Name: Charles Wise Title: Mayor

2018

Time off begins _____, and ends _____ Total Hours _____

Month/Day/Year/Time Month/Day/Year/Time 8:15 am

Vacation Illness Personal Time Bereavement _____
Relationship

Jury Duty Without Pay Other _____

Requesting Employee's Signature _____

Approved Must Reschedule Signature

Approving Signature _____

Remarks: _____

RETURN THIS REQUEST WITH YOUR TIME CARD

For Office Use
Route to:

Notes/Remarks/Reasons:

| 2018 Legal Holidays |
|--|
| Monday January 1, 2018 New Year's Day |
| Monday, January 15 Birthday of Martin Luther |
| Monday, February 19 President's Birthday |
| Monday, May 28 Memorial Day |
| Wednesday, July 4 Independence Day |
| Monday, September 3 Labor Day |
| Monday, October 8 Columbus Day |
| Monday, November 12 Veterans Day (Observed) |
| Thursday, November 22 Thanksgiving Day |
| Friday, November 23 Columbus Day (observed) |
| Tuesday, December 25 Christmas Day (Observed) |
| Tuesday, January 1, 2019 New Year's Day |