



# TOWN POLICY

## ADMINISTRATION POLICY: **Vacation Scheduling Policy**

**DEPARTMENT:** Human Resources

**POLICY NUMBER:** HR-019

**APPROVAL:**

APPROVED BY CAO  Jeff Shaw
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**EFFECTIVE DATE:** August 25, 1998  
**SUPERSEDES:** Policy #V-10  
**UP FOR REVIEW:** September 25, 2022

- 1) Employees shall be entitled to vacations earned as provided in the employee's contract.
- 2) All vacations must be scheduled through the appropriate supervisor and request must be made in writing by March 31 of the current year. If any time is available after March 31 it will be on a first come first serve basis.
- 3) Vacations shall be awarded by the supervisor after review of work loads.
- 4) Priority for vacations in any given year shall be on a rotation system with a department ensuring that all areas of Town responsibility are covered while the employee is on vacation. Change in order of the rotation shall occur each year.
- 5) For the office staff, selection of major vacations is discouraged at tax time and year end.
- 6) Off season schedules are listed in the Human Resources Manual with the Employee Contract.



