

Policy: AD-04-01

Policy Title: Vacation Policy

Policy Purpose: Set forth guidelines for vacation and personal time requests within the public works department

Implementation Date: 01/23/04

Revision Date: 06/09/2006

TOWN OF WESTFIELD PUBLIC WORKS DEPARTMENT

VACATION AND PERSONAL TIME REQUEST POLICY

This policy has been created with the intent to set forth guidelines for requesting vacation and personal time off within the department. As the department grows, it continually becomes more and more challenging to accommodate time-off requests. Specifically, it has been proven to be challenging when several associates (within the same division) desire the same time off. Therefore, this policy shall provide guidelines that maximize the ability to afford multiple time-off requests, without compromising the services we provide. However, in no case shall this policy supercede or conflict with the guidelines that have been set forth by the **TOWN OF WESTFIELD PERSONNEL (Policies, Procedures, and Benefits) MANUAL** as updated from time to time.

For the purposes of this policy the department has been divided into the following divisions: Administrative, Water, Wastewater, Development/Construction, Customer Service, Street, Grounds and Maintenance, and GIS. The maximum number of associates (within a division) allowed off of any certain day (for vacation or personal time) shall be based upon the below schedule:

Number of Associates Within Division	Maximum Number of Associates Allowed off an any certain day
1-5	1
6-10	2
11-15	3
16-20	4

Vacation and personal time off requests will be granted on a first come basis. However, it is understood that there may be scenarios (within a division) where more than the maximum number of associates allotted above have requested the same time off. In such cases, associates with the most years of completed service shall be given priority to satisfy their requests. In an effort to assist associates in planning, vacation/personal time off requests, the department will begin approving requests no later than October 1 each year (for the following year requests).

All vacation and personal time requests shall be submitted on the proper approval forms and adhere to the requirements set forth in the latest version of the **TOWN OF WESTFIELD PERSONNEL (Policies, Procedures, and Benefits) MANUAL**.

Bruce A. Hauk, Director
Westfield Public Works