

CITY OF ALPENA  
STANDARD OPERATING POLICY

SUBJECT: Requests for Leave Pay

SOP No.: 16

Date Issued: 5-30-95

Effective Date: 5-30-95

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Copies to: All Department Heads

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STATEMENT OF POLICY:

- I. Purpose The purpose of this policy is to establish guidelines/procedures for City of Alpena employees that request leave pay.
  
- II. Policy It is the policy of the City of Alpena to allow City employees to receive leave pay consistent with the conditions set forth in this document.
  
- III. Qualifications
  - A. All requests for leave pay must first receive approval/signature of the City Manager or his designee prior to respective employees taking the time off. It is essential that the impacted employees receive a copy of their approved request for leave pay prior to their taking the leave.
  
  - B. During normal working hours, if the leave is of an emergency nature, the impacted employee through their respective shift commander or department head should telephone Jan to determine whether their request has been signed by the City Manager. If an employee emergency occurs, each respective tier of supervision shall be able to immediately approve of the request for emergency leave, i.e., shift captain, shift lieutenant, division head, department head.
  
  - C. It is important that before an employee takes a vacation, floating holiday, birthday holiday, etc., etc., that they receive a copy of the request for leave pay signed by the City's Personnel Director or his designee.

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Peter Parker, City Manager