

CITY OF ALPENA

STANDARD OPERATING POLICY

SUBJECT: City Policy Regarding
Vacation Carry Over For
Administrative, Non-Union
Employees

SOP No.: 13

Date Issued: 6-07-94

Effective Date: 6-07-94

Revised: 5-17-99

Copies to: All Administrative and Regular Non-Union City Employees

STATEMENT OF POLICY:

As part of the suggestions by the Administrative and Non-Union employees, the City Council personnel committee and City Council approved of a "vacation carry-over" benefit. This policy would allow the carry-over of up to fifteen (15) days of unused vacation to the next fiscal year subject to the following conditions: 1) up to 10 days can be carried over to be used as vacation days in the next fiscal year, and 2) up to 5 days of vacation can be paid to the employee in lieu of vacation time off.

The requests for either option must be made in writing through the normal chain-of-command on the attached form.

Vacation Carry-Over Request Form

I request _____ days (maximum 15 days) of vacation leave to be carried over to the next fiscal year as follows:

To be carried over as vacation days (maximum 10 days).

To be paid in lieu of vacation time off. Payment will be made at the June rate of pay, and no City retirement will be deducted. Payment will be made with the last payroll in July (maximum 5 days).

Approvals:

Printed Name of Employee

Supervisor

Signature of Employee

Department Head

Date

City Manager

Note: Failure to submit this form by June 20 will result in the loss of any unused vacation.