

**Town of Lampman**

**Employee Time Off Requests**

**Policy No. 300-8**

**July 5, 2017**

Subject:	Employee Time Off Requests
Type:	Employees
Authority:	Approved by Council: July 5, 2017

**Policy Regarding Employee Time Off Requests**

All employees are required to request time off in writing for holidays and personal days off through the administration at least seven (7) days in advance.

Time off for employees in an emergent nature may be obtained verbally from the administrator with written notice to follow to the administrator.

All office employees shall be required to request time off in writing from the administrator of the municipality or in his or her absence from the assistant administrator or mayor at least seven (7) days in advance.

Time off for office employees in an emergent nature may be obtained verbally from the administrator of the municipality or in his or her absence from the assistant administrator or mayor. Written notice shall be forwarded to the administrator as soon as possible following the employee’s return to work.

TOWN OF LAMPMAN  
Request for Time Off

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Date(s)  
Requested: \_\_\_\_\_

Reason (Circle One):                      Sick Day                      Holiday

Supervisor authorized: \_\_\_\_\_

Administrator authorized: \_\_\_\_\_