

Employee Handbook	Authority: Approved by Council	Type: Employee
	Effective date: December 13, 2012	Revised date: December 12, 2018
	Policy No. 300-8 Employee Time Off Requests	

Town of Lampman

Policy No. 300-8 Employee Time Off Requests

December 12, 2018

1. Employee Time Off Requests

- 1.1. All employees are required to request time off in writing, using the form provided. Outside employee requests should be sent to the Foreman, who will sign the request. The request is then given to the the Administrator. Office employees will request time off from the Administrator. If the Foreman or Administrator is unavailable, requests should be made to the Assistant Administrator or Mayor.
- 1.2. Outside employees who do not receive the Foreman’s signature on their request will have their request returned and not approved until that step is complete.
- 1.3. Time off requests will be kept in the employee’s personnel file.
- 1.4. Employees who require emergency time off may be granted time off verbally from the Foreman (for outside employees) who will advise the Administrator. Office employees may be granted time off verbally by the Administrator. Written notice shall be completed as soon as possible following employee's return to work, and filed in the employee’s personnel file.

Document Revision History:

Document Title	Revision Date	Approved By
Policy No 300-8 Employee Time Off Requests	December 13, 2012	Council
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Town of Lampman Request for Time Off

Date: _____

Name: _____

Date(s)
Requested: _____

Reason (Circle One): Sick Day Vacation

Supervisor authorized: _____

Administrator authorized: _____