



Administrative Policy
REQUIRED WORK HOURS
Personnel – A305

Effective Date:

February 2011

Revised Date:

REQUIRED WORK HOURS

Summary

Employees are hired to work a specific number of hours. The purpose of this policy is to clarify they must work such hours, use accrued leave or required unpaid leave.

Process

1. Employees are required to work or take leave (paid or unpaid) for the full number of hours they are scheduled to work. If some or all of such leave is unpaid, approval of the Town Manager is required.

Reference

Personnel Policy Manual, Section 51.2 – Leave of Absence Without Pay