



Town of Haymarket
15000 Washington Street, #100
Haymarket, VA 20169
703-753-2600

Memorandum

To: Honorable Mayor and Town Council
From: Emily L. Kyriazi, Town Manager
Re: Haymarket Employee Training and Travel Policy
Date: April 2, 2026

The Town Staff has amended the Haymarket Employee Training and Travel Policy to better align and reflect the intent of staff education, support growth in the development of Staff members and ensure training and travel opportunities meet the needs of the Town. The policy has been reviewed in detail by the Finance Liaisons to promote alignment with the Town's budgetary constraints while still providing ample funding for necessary training.

The Town Council began review of the policy in February at the work session and providing general comments. The comments and edits were addressed and the policy presented back to the Council at the March 30th Work Session.

Staff recommends the Town Council adopt the Haymarket Employee Training and Travel Policy as presented.

Motion: I move that the Haymarket Town Council adopt the Haymarket Employee Training and Travel Policy, as presented.

Or Alternate Motion