

(Department)

To: Library Board of Trustees

From: Library Board President

Date: 11/13/2025

Subject: Vacation carryover

Background

Peg has requested to carry –over 40 hours of her earned vacation.

City Policy:

If vacation is not used within the year it is earned, it may be carried over into the following year. Fulltime and eligible part-time employees may carry over up to five (5) days of vacation leave per calendar year. All vacation carried over must be used by March 31st of the following year. A request for vacation carryover form must be provided to the department head by December 1st every year. Any remaining vacation time in excess of five (5) days will be forfeited, absent express written approval of the Mayor for good cause. In the case of department heads, approval is given by the Mayor.

Budget Goal

Financial Impact

N/A

Recommendation

Approve the carry-over per city policy