

Employee Handbook

Vacation – Vacation Carryover Language:

Year-end vacation balances of 40 hours or less will automatically carry over to the following calendar year. Any year-end vacation balance in excess of 40 hours requires prior approval of the City Manager to be eligible for carryover.

For the City Manager, any year-end vacation balance in excess of 40 hours requires approval of the Common Council to be eligible for carryover to the following calendar year.