

Town of Guilford  
223 Marble Road  
Guilford, NY 13780

## POLICY AND PROCEDURE

### TIME OFF REQUESTS

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Policy: It is the policy of the Town of Guilford to grant annual vacations, holidays, and personal time to all eligible employees per town policy or union contract (whichever applies).

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Procedure:

#### ELIGIBILITY

Full time, elected, and certain appointed employees are eligible to receive vacation benefits.

#### TIME OFF

In the event a paid town holiday falls within an employee's requested time off, the employee will receive credit for the paid holiday. The employee will be credited a vacation or personal day which can be used at the end of the time off period or used later in the year. This decision will be reached with mutual agreement between the employee and direct supervisor prior to the start of the time off period.

Employees should notify their direct supervisor at a minimum of 15 days in advance of taking time off, unless special circumstances are recognized. All time off requests must be submitted to the employee's direct supervisor and approved prior to using requested time off.

All requests will be reviewed by the employee's direct supervisor with a focus on the town's needs, deadlines, and requirements during the requested vacation dates. The direct supervisor will inform the employee within five (5) business days of receipt of the time off request of the approval or denial of the request.

Time off pay will be based on the regular rate of pay.

The Town Clerk will be notified of all approved time off requests.

**TOWN OF GUILFORD TIME OFF REQUEST FORM**

Employee Name:

\_\_\_\_\_

Time Off Dates Requested:

\_\_\_\_\_

Today's Date:

\_\_\_\_\_

Employee's Signature:

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Supervisor's Approval: \_\_\_\_\_ Supervisor's Denial: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Notification to Town Clerk:

Date received: \_\_\_\_\_