



Town of Yorktown

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Vacation Policy

Attached you will find the Town's current vacation policy from the personnel policy (Todd is currently working on revisions to the entire document). Currently there is a disagreement on the way the policy is implemented for individuals not in the police department and I'm asking the council to clarify for the record.

As I read the policy and my recommendation for the way that it is implemented as follows:

If an employee began their employment on May 4th of 2006 then they should receive the following weeks of vacation on May 1st of the following years (please realize the 4th is a placeholder date there is no significance to it)

May 4th 2006 – May 4th 2007 = 1 year of employment

May 1st of 2007 employee is awarded 1 week (40 hours of pay) of vacation

May 4th 2007 – May 4th 2008 = 2 year of employment

May 1st of 2008 employee is awarded 2 weeks (80 hours of pay) of vacation

May 4th 2008 – May 2009 = 3 years of employment

May 1st of 2009 employee is awarded 2 weeks (80 hours of pay) of vacation

May 4th 2009 – May 2010 = 4 years of employment

May 1st of 2010 employee is awarded 2 weeks (80 hours of pay) of vacation

May 4th 2010 – May 2011 = 5 years of employment

May 1st of 2011 employee is awarded 3 weeks (120 hours of pay) of vacation

May 4th 2011 – May 2012 = 6 years of employment

May 1st of 2012 employee is awarded 3 weeks (120 hours of pay) of vacation

May 4th 2012 – May 2013 = 7 years of employment

May 1st of 2013 employee is awarded 3 weeks (120 hours of pay) of vacation

May 4th 2013 – May 2014 = 8 years of employment

May 1st of 2014 employee is awarded 3 weeks (120 hours of pay) of vacation

May 4th 2014 – May 2015 = 9 years of employment

May 1st of 2015 employee is awarded 3 weeks (120 hours of pay) of vacation

May 4th 2015 – May 2016 = 10 years of employment

May 1st of 2016 employee is awarded 4 weeks (160 hours of pay) of vacation