



Town of Yorktown

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Personnel Issue – Kris Thornburg

Kris Thornburg recently approached me regarding his vacation renewal date and when he would accrue his new days. As a former employee with the Marshal's office he was given his vacation days on January 1 each year, but as a member of the Field Operations Department he would be granted those during the month of his anniversary month (in his case September). Due to the fact that Kris did not transfer into the Field Ops Department until Jan of last year he had already been given his vacation days for 2017 as a member of the Marshal's department and therefore was not awarded additional days in September.

Instead of making Kris wait until September of 2018 to accrue more days, which would be a time frame of 21 months, I believe it would appropriate to move his anniversary date for vacation day accrual to January.

Pete