

ORDINANCE NO: 659


AMENDING THE TOWN OF YORKTOWN PERSONNEL POLICIES MANUAL AND ORDINANCE NO 523

Be it ordained that the Yorktown Personnel Policies and Manual for the Yorktown Marshal's Department scheduling of vacation rules be amended as follows:

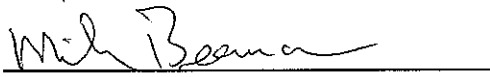
Scheduling of Vacation: Five days of vacation time may be taken in one day increments, while all other days must be scheduled in blocks of at least 5 consecutive days. A scheduling deadline will be set by the Town Marshal or his designee at the beginning of each calendar year. During the scheduling deadline, schedule requests will be reviewed and granted in order of rank and seniority, respectively. After the scheduling deadline has expired, vacation requests will be reviewed and granted on a "first come, first served" basis, without regard to rank or seniority. Accrued vacation time must be used during the year in which it is accrued, and may not be carried over into subsequent years without the Town Council giving specific consent during a public meeting.

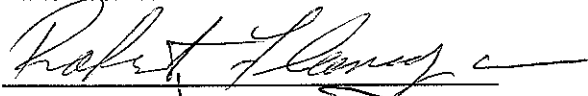
This ordinance shall be in full force and effect from and after its passage by the Town Council of Yorktown.

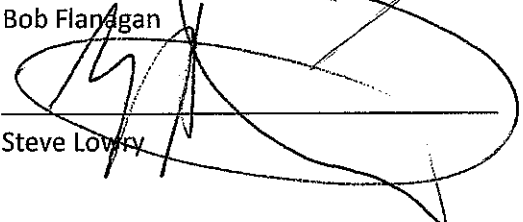
Approved by the Town Council of Yorktown, Indiana this 23 day of August, 2010.

  
Larry Crouch, President

  
Rick Glaub

  
Mike Beeman

  
Bob Flanagan

  
Steve Lowry

ATTEST:

  
Beth Neff, Clerk-Treasurer