

*Request for Decision United Townships of Head, Clara & Maria Council*

Type of Decision									
Meeting Date	Friday, August 22, 2014				Report Date	Monday, August-18-14			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed

## #22/08/14/1203 – Approval for Three Weeks Consecutive Vacation

**Subject:**

Council approval for three consecutive weeks' vacation as per policy.

**RECOMMENDATION:**

That Council approve the following:

**WHEREAS** municipal policy requires formal approval by Council for three consecutive weeks' leave/vacation by an employee;

**AND WHEREAS** Noella has worked enough hours to qualify for three consecutive weeks leave when combined with her vacation owed and is planning a trip which requires an extended leave;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby formally authorize up to three consecutive weeks' leave for vacation and time in lieu of overtime.

**BACKGROUND/EXECUTIVE SUMMARY:**

Vacation plans have been made. Staff reviewed policy and determined that formal approval from Council is required. Time is owed. Other staff are trained to fulfill immediate obligations while Noella is away. There are no legitimate reasons to not authorize leave.

**Options/Discussion:**

**Financial Considerations/Budget Impact:**

**Policy Impact:**

As per policy

**Others Consulted:**

Noella LeBreton, Treasurer; Gayle Watters, Office Admin Assistant;

Approved and Recommended by the Clerk

Melinda Reith,  
Municipal Clerk