

SOP #7 - LEAVES OF ABSENCE - DEPARTMENT HEADS

This S.O.P. supersedes the S.O.P dated May 25, 1978, on this subject. This S.O.P. will establish new procedures regarding department heads' leaves of absence.

As a general rule, the Office of the City Manager is to be notified in advance of department heads' requests for leaves of absence in proportion to the amount of time off requested. However, in no case, other than emergencies, shall requests for time off be less than 24 hours notice. For example, for time off of two days, the City Manager shall be notified two days in advance of requested time, for a two-week vacation, City Manager shall be notified two weeks in advance, etc. The Request for Leave Form should name the person who will be in charge of the department during the department head's absence.

In scheduling any absence from duty of a department head, a minimum of at least one working day should occur between the return to work of one person and the departure of the other, in order to provide proper continuity.