

City of Franklin
Administrative Policy/Procedure

Issue Date: June 6, 2001

Source: Mayoral Directive

**Affected
Departments:** All Department Heads

Subject: Vacation/Leave Time Notice

Policy: Department Heads are to notify the Director of Administration of vacation or leave time that they are planning, including time out of the office due to attendance at seminars and conferences.

Procedure: Department Heads are to request approval of vacation or other leave time from their immediate supervisor or appointing authority. Use of the City's "Time-Off Request Form" is strongly encouraged. The Department Heads are then to notify the Director of Administration of approved vacation or leave time. The Director of Administration is responsible for forwarding a notice of this approved time off information to the Aldermen and Mayor.



Mayor Frederick F. Klimetz