

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

Type of Decision									
Meeting Date	Friday, June 12, 2015				Report Date	Thursday, June 4, 2015			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed

#12/06/15/1203 – Request for Approval for Three Week 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 Melinda has earned vacation and accumulated time for time and requests permission to take most of the first three weeks of August off;

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 during the month of August, 2015.

BACKGROUND/EXECUTIVE SUMMARY:

Policy determines that formal approval from Council is required for periods of vacation of three weeks. The time is owed. Other staff are trained to fulfill immediate obligations while the Clerk is away. A third office employee has been hired specifically to help in these situations.

July and August do not have scheduled council meetings in part to facilitate summer vacation cutting down on some administrative work.

This time period would leave 6 additional vacation days plus accumulated time for time to be taken during the remainder of the year.

Thursday, August 20th would be worked due to the scheduled Executive Diploma in Municipal Management workshop.

As much as we all may like to believe, we are not indispensable. Scientific research has shown that taking time owed as vacation improves overall performance, re-energizes employees, relieves stress and allows for improved productivity upon return to work.

Normally vacation is taken in one week periods, often with interruptions due to work obligations and/or commitments. This being my 10th year with HCM, I am requesting an extended period to

regenerate (mentally and emotionally) where I will be away completely – no phone, internet, email communication with work to take time to recover from the stress of this position.

Financial Considerations/Budget Impact:

None – the time is owed.

Policy Impact:

As per policy – time has been earned.

Others Consulted/Resources:

Noella LeBreton, Treasurer;

<http://money.usnews.com/money/careers/articles/2014/11/06/why-you-should-just-take-a-vacation-already>

http://www.huffingtonpost.com/2014/08/28/take-a-vacation_n_5701215.html

Approved and Recommended by the Clerk

Melinda Reith,
Municipal Clerk