



TOWN OF SUFFIELD

Town Hall, 83 Mountain Road, Suffield, Connecticut 06078

Absence Request Procedure

Issue Date: December 14, 2016

POLICY:

It is the policy of the Town to grant paid time off to eligible employees in accordance with the established guidelines.

PROCEDURE:

1. An absent request form must be completed for all time away from work to include; vacation, personal, sick, bereavement, jury duty, floating holiday and compensatory time.
2. Paid time off may be taken only after it has been earned.
3. The Town appreciates as much notice as possible when employees expect to miss work for a scheduled absence. Time off requires advance approval from the employee's immediate supervisor.
4. Time off in excess of one week requires two or more weeks' notice to employee's immediate supervisor, unless request is due to an unforeseen emergency.
5. If covered by a collective bargaining agreement, approval will be in accordance with terms of the agreement.
6. It is the discretion of the supervisor to determine if the requested absence can be approved. Vacation time preferences will normally be honored, subject to the business levels within the department.
7. If request cannot be approved, the supervisor will notify the employee to determine a mutually agreeable time.
8. The approved absent request form must be forwarded to the Finance Department for payment and properly notated on the bi-weekly time sheet.
9. The First Selectmen reserves the right to determine when time away from work may be granted.

Accountability: The Supervisor is accountable for the administration of this policy.