

**VILLAGE OF BROCKPORT
PAID TIME OFF FORM
FOR USE BY FULL TIME DEPARTMENT HEADS & CLERKS**

Date submitted: _____

I, _____,
plan to take the following paid time off for the reason indicated below.

DAY i.e. Friday	DATE i.e. 1/5/18	HOURS OF DAY (if not entire day) i.e. 12:30pm-4:30pm	VACATION # of hours	PERSONAL # of hours	SICK # of hours i.e. Doctor appointment	Notes

- Scheduling time off - per Employee Handbook – Time off requests must be submitted on the appropriate time off request form (this form) and emailed to the employee’s Department Head, Mayor, Village Clerk, and Payroll Clerk as soon as known, as far in advance as possible.

The Mayor must approve any vacation leave request in excess of 10 days.

Every effort is made to authorize time off in accordance with the date the request is received and the operating requirements of the department.

Please note:

- All offices are expected to be staffed on workdays – even if by only 1 person.
- If scheduled time off is not going to be taken, e-mail the correction to the same people as above as soon as known, as far in advance as possible.

- Calling in late or absent (i.e. sick) – per Employee Handbook – An employee who is going to be late or absent from work must personally call or leave a voice mail or email their supervisor and location’s Clerk at least thirty minutes before the employee’s scheduled start time. Employees are expected to leave a telephone number where they can be contacted if necessary.

(Court Clerks – please call or leave a voice mail or email Village Clerk.)