

ADMINISTRATIVE REGULATION

Vacation/Sick Leave Payout

Number: AR 2017-56

Eff. Date: Oct 25, 2017

Supersedes: 2012-033

Date: Oct 25, 2017

City Manager's Approval: _____

SECTION 1. PURPOSE & POLICY

Per City Commission direction, the previous Administrative Regulation 2012-33 which allowed employees to request vacation and/or sick leave payout at the discretionary approval by the City Manager has been rescinded.

SECTION 2. ACTION NECESSARY

The distribution of this Administrative Regulation by Department Heads to their employees and posting on the City's Intranet will suffice for employee notification.

The City of Aztec Personnel Policy and all current administrative regulations are available to employees on KIVA and from the Human Resource Department.