

SOP #12

Salem Public Works Department
Standard Operating Procedures

EMPLOYEE REQUEST FORMS

EFFECTIVE DATE:

March 1, 2004

REVISION DATE:

January 1, 2008

All employees who wish to utilize time off benefits listed on the Employee Request Form; personal, sick, vacation, landfill comp time, recuperation time, bereavement time, jury duty, or other must notify their working foreman/supervisor in person with a completed form. When your working foreman/supervisor receives this notification he/she will provide the request form with their signature to their supervisor, Operations Manager or Utilities Manager. The on-call foremen will receive notification of the status of these requests from their supervisor prior to scheduling overtime assignments during normal work hours.

Should any employee included in the winter emergency operation plan request a leave between November 15th and April 15th that would affect their ability to make themselves available during the course of emergencies will notify the Operations Manager of their intent to make such a request before one shall/shall not be granted whenever practicable by the operating requirements of the Town as determined by the Public Works Director or his/her designee.

If your request is being made outside of normal work hours; leave an appropriate message on the DPW main telephone line 890-2150 before 7:00AM, and complete the appropriate paperwork when returning to work. PRIOR to being allowed to return to work after an absence of three (3) consecutive work days an employee shall submit a doctor's statement to their supervisor clearing the employee for return to his/her regular duties. Failure to follow these procedures may jeopardize the use of these benefits.

Failure to receive approval with a minimum of 24 hour notice for vacation request will result in the vacation request being denied. Failure to process all other types of leave requests at work, or immediately upon your return to work with your foreman's/supervisor's signature will result in the leave request being denied.

This policy shall govern all DPW employee's for leave requests, unless an employee's CBA dictates differently.