

Personal and Vacation leave during Winter Road Maintenance Season

Public works employees are essential to a successful winter maintenance policy. There are expectations during winter months that employees involved in winter road maintenance are available 24/7. Management understands employees will occasionally need time off and are encouraged to contact their supervisor so each request can be individually addressed based on a first come first serve basis and on availability of replacement personnel. The Town of Amherst Personnel Policy covers vacation and personal time in sections 301 and 383.

From the Town of Amherst's Policy and Procedure Manual, 2009.