

TOWN OF MANCHESTER, CONNECTICUT
HUMAN RESOURCES DEPARTMENT

REQUEST TO BE PAID ANNUAL LEAVE
ALL UNAFFILIATED/RESIDUAL/SUPERVISORY EMPLOYEES

Name: _____ Department: _____

Position Title: _____ Date of Hire: _____

Please state number of days you request payment for: (see guidelines below):

Unaffiliated: Dept/Div Heads – up to 7 days; Other – up to 5 days.

Fire Unaffiliated: Day Officers – up to 7 days; Shift Officers – up to 5 days.

Residual: Up to 5 days (If workload in the dept/div is such that using AL allotted is not possible).

Supervisory: Up to 5 days (If workload in the dept/div is such that using AL allotted is not possible).

Employee Signature: _____ Date: _____

To Be Signed By Department/Division Head

Supervisors of employees *other than Department/Division Heads and Fire Unaffiliated* must explain how the workload in the department/division was such that using annual leave time was not possible.
Employees who accrue and utilize compensatory time off shall not be eligible for this payment.

- _____ This request should be granted.
- _____ This request should not be granted.
(If denied, please give reason(s) below.)

Signature of Department/Division Head Date

Comments: _____

To Be Completed By Human Resources Department

Our records indicate that the employee has _____ Days annual leave accumulated as
of _____ .

Director of Administrative Services Date

Recommendation: _____

To Be Completed By General Manager

I approve /___/ do not approve /___/ this request.

Comments: _____

General Manager Date

SEND COMPLETED FORM TO THE HUMAN RESOURCES DEPARTMENT BY NOVEMBER 2, 2009.

Carryover Requirements per Overview:

Unaffiliated: Article VII, (F) - carryover up to 15 days with General Manager's approval.

Buyback - Dept/Div Heads: up to 7 days; Other: up to 5 days.

Department/Division Heads Only:
Aetna Annuity Sick Leave Buyout Program - refer to 6/22/99 SRW memo.

Unaff (fire): Article VIII, (F) - carryover up to 15 days with General Manager's approval for Day Officers, up to 12 days for Shift Officers.

Buyback - Day Officers: up to 7 days; Shift Officers: up to 5 days.

Carryover Requirements per Agreement:

Public Works: Article VI, Section 6.0(b) - up to 10 days of annual leave/vacation may be carried over with General Manager's approval.

MEU: Article VII, Section 7.1 - all vacation time must be taken during the year following the date on which it was earned. May be carried over from one vacation year to the next with General Manager's approval.

Fire: Article XI, Section 11.2 - vacations may not be accrued from year to year without Fire Chief's approval.

Police: Article XII, Section 11 - may accumulate unused vacation to a maximum of 1 year earned vacation time plus 10 days. Over 10 days General Manager may approve.

Library: Article XI, Section 4 - may be allowed to carry over up to 10 days from one calendar year to the next. Limited to only carried over once.

Residual: Article XI, Section 1(c) - carryover exceeding 15 days with General Manager's approval.

Buyback - up to 5 days at the discretion of General Manager.

Supervisory: Article XI, Section 1(c) - carryover exceeding 15 days with General Manager's approval.

Buyback - up to 5 days at the discretion of General Manager.