



Mayor

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Standard Operating Procedures for Time Off Requests:

1. Purpose The purpose of this Standard Operating Procedure (SOP) is to outline the steps and requirements for submitting and processing time off requests, including vacation days and personal days off.
2. Scope This SOP applies to all employees within the organization who are eligible for time off benefits.
3. Responsibilities
 - 3.1. Employee
 - Submit a written request or email to their direct supervisor for time off following the guidelines outlined in this SOP.
 - Provide sufficient notice for time off requests.
 - Ensure proper handover of tasks and responsibilities to colleagues if required.
 - 3.2. Direct Supervisor
 - Review the time off request submitted by the employee.
 - Evaluate the potential impact of the employee's absence on the department's workload and deadlines.
 - Forward the request to the department head with a recommendation for approval or denial.
 - 3.3. Department Head
 - Review the time off request and the recommendation from the direct supervisor.
 - Make a final decision on whether to approve or deny the request based on the needs and priorities of the department.
 - Inform the direct supervisor of the decision.
4. Procedure
 - 4.1. Submitting a Time Off Request
 - 4.1.1. Employees must submit their time off request in writing or via email to their direct supervisor.
 - 4.1.2. For single-day requests, employees must submit their request at least 72 hours in advance of the requested day off.
 - 4.1.3. For vacation requests, employees must submit their request at least 1 week prior to the start of the requested vacation period.
 - 4.2. Review and Approval Process
 - 4.2.1. The direct supervisor reviews the time off request and considers the impact on the department's workload and deadlines.
 - 4.2.2. If the direct supervisor supports the request, they forward it to the department head along with their recommendation for approval.
 - 4.2.3. The department head reviews the request and makes a final decision based on the needs and priorities of the department.
 - 4.2.4. The department head informs the direct supervisor of the decision.
 - 4.3. Notification of Decision
 - 4.3.1. The direct supervisor notifies the employee of the department head's decision in writing or via email.
 - 4.3.2. If the request is approved, the employee should make arrangements for coverage of their tasks and responsibilities, if required.
 - 4.3.3. If the request is denied, the employee may discuss the decision with their direct supervisor to understand the reasons for denial and explore alternative options for time off if necessary.
5. Recordkeeping
 - 5.1. The direct supervisor is responsible for maintaining records of approved and denied time off requests for each employee under their supervision.
 - 5.2. Time off records should be updated in the organization's HR system or appropriate tracking method to ensure accurate tracking of employee time off balances.
6. Revision History This SOP shall be reviewed and updated as needed to reflect changes in organizational policy, procedures, or staffing. (Latest Revision 03/28/2023)



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Time Off Request Form

Employee Information:

Name: _____ Department: _____
Position: _____ Email: _____

Request Details:

Type of Time : Personal Day Vacation Sick Leave Comp Time

Date(s) Requested: Start Date: _____ End Date: _____

Number of Days: _____

Reason for Time Off Request (optional): _____

Supervisor Approval:

Supervisor Name: _____ Signature: _____

Date: _____ Approved Denied

Comments (if any): _____

Department Head Approval:

Department Head Name: _____ Signature: _____

Date: _____ Approved Denied

Comments (if any): _____

Employee Acknowledgment:

I understand that this request is not considered approved until both my direct supervisor and department head have approved it. I also understand that I am responsible for making arrangements for coverage of my tasks and responsibilities during my time off, if required.

Employee Signature: _____ Date: _____

Instructions:

1. Complete the Employee Information and Request Details sections of the form.
2. Submit the completed form to your direct supervisor for review and approval.
3. Your direct supervisor will review the form, provide their approval or denial, and forward the form to the department head.
4. The department head will review the form, provide their approval or denial, and return the form to your direct supervisor.
5. Your direct supervisor will inform you of the final decision and provide you with a copy of the completed form for your records