

CITY OF EUREKA

Category: PERSONNEL

POLICIES & PROCEDURES

Subject: USE OF VACATION PRIOR TO
RETIREMENT

Date Adopted: June 30, 1972

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Number

POLICY OBJECTIVE

To assure that employees retiring from the City service are available prior to retirement if necessary to train new personnel and to assure that vacation leave taken prior to retirement does not conflict with any administrative procedures.

ASSIGNED RESPONSIBILITY

All Department Heads.

APPLICABILITY

Applicable in all cases where vacation leave is requested within sixty (60) days of retirement.

PROCEDURES

- A. All requests for vacation leave to be taken by an employee within sixty (60) days prior to retirement of that employee from the City service shall be subject to approval of the Personnel Officer.
- B. Upon request by an officer or employee to take such leave, the Department Head, if concurring with the request, shall submit, along with the request, a brief written recommendation.
- C. The recommendation by the Department Head shall demonstrate that the leave will not be in conflict with staffing requirement of the department, that the leave will not interfere with the training of a replacement employee, and that, to the best of his knowledge, the leave does not conflict with any administrative procedures.