
 Town of Swansboro	Personnel Policy		Holidays and Leaves of Absence Policy	
	Number: Article VII; Section 1	Revisions:	Effective Date: November 20, 2012	Page 1 of 1
Supersedes:		Approved By: 		

ARTICLE VII. HOLIDAYS AND LEAVES OF ABSENCE

Section 1. Policy

The policy of the Town is to provide annual leave, sick leave, and holiday leave to all full-time employees, including the Town Manager, and to provide proportionately equivalent amounts to employees having average work weeks of different lengths. Employees shall accrue leave proportionately with each payroll.