
 Town of Swansboro	<h1>Personnel Policy</h1>		Holidays and Leaves of Absence Vacation Leave	
			Number: Article VII; Section 5	Revisions:
	Supersedes:	Approved By: 		

ARTICLE VII. HOLIDAYS AND LEAVES OF ABSENCE

Section 5. Vacation Leave

Vacation leave is intended to be used for rest and relaxation, and may be used for medical appointments. Vacation leave may also be used by employees who wish to observe religious holidays other than those granted by the Town. Employees who wish to use leave must schedule in advance with approval from their department heads. The department head will attempt to arrange the work schedule so that an employee may be granted vacation leave. Annual leave for religious observance may be denied only when granting the leave would create an undue hardship for the Town.