
 Town of Swansboro	<b>Personnel Policy</b>		<b>Holidays and Leaves of Absence</b> <b>Vacation Leave: Use by</b> <b>Probationary Employees</b>	
	Number: Article VII; Section 6	Revisions:	Effective Date: November 20, 2012	Page of 1 1
	Supersedes:		Approved By: 	

**ARTICLE VII. HOLIDAYS AND LEAVES OF ABSENCE**

**Section 6. Vacation Leave: Use by Probationary Employees**

Employees serving a probationary period following initial appointment may accumulate annual leave, but, unless approved by the Manager, shall not be permitted to take annual leave during the probationary period unless the denial of such leave will create an unusual hardship. Annual leave may be taken during this period only with the prior approval of the appointing authority. Fire and law enforcement officers shall be allowed to take accumulated annual leave after six months of service.

An employee who leaves the Town before completing the probationary period is not eligible for pay of accrued leave.