

To: Mayor and Members of Council

December 20, 2010

Re: Vacation Days – Town Manager

Discussion

The Town Manager's contract with the Town of White City includes clauses in regards to annual vacation. According to the contract, if vacation is not taken within the year accrued, then the vacation must be paid out or carried over to the following year. A carryover of vacation must receive council approval.

The purpose of this report is to seek Council approval to allow the Town Manager to carry forward 2010 vacation days into 2011.

As of December 31, 2010 the Town Manager will have 5 days of unused vacation.

Budget Implications

Carrying forward five vacation days into 2011 would reduce the Town's cash payout to the Manager by approximately \$1,800.00

Conclusion

The Town Manager is requesting approval to carry forward five unused vacation days from 2010 into 2011. Council approval is required to accommodate this request in context of the Town Manager's contract with the Town which specifies that vacation time must be taken in the calendar year it is accumulated or be paid out to the Manager.

Recommendation

Your Administration recommends that Council pass the following motion:

“THAT the Town Manager be authorized to carry forward 2010 unused vacation days to 2011.”

Respectfully submitted,



Shauna Bzdel,
Town Manager