



To: Mayor and Members of Council

January 24, 2011

Re: Vacation Request – Town Manager

Background

At the December 22, 2010 Council meeting, Council approved unused vacation accrued in 2010 to be carried over into 2011 for the Town Manager.

Discussion

The Town Manager is requesting approval for vacation from Thursday February 24, 2011 to Monday March 7, 2011. This is a total of 7 vacation days.

Budget Implications

None.

Conclusion

The vacation requested consists of 5 carry forward days from 2010 and 2 vacation days from 2011.

Recommendation

Administration requests Council pass the following motion:

“THAT the Town Manager be authorized to take vacation from Thursday February 24, 2011 to Monday March 7, 2011.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Shaun Bzdel".

Shaun Bzdel,
Town Manager