

To: Mayor and Members of Council

January 9, 2012

Re: Vacation Request – Town Manager

Discussion

The Town Manager is requesting approval for vacation from Monday February 26, 2012 to Tuesday March 6, 2012. This is a total of 6 vacation days.

Budget Implications

None.

Conclusion

The vacation requested consists of 3 ½ carry forward days from 2011 and 2 ½ vacation days from 2012.

Recommendation

Administration requests Council pass the following motion:

“THAT the Town Manager be authorized to take vacation from Monday February 26, 2012 to Tuesday March 6, 2012.

Respectfully submitted,

Shauna Bzdel,
Town Manager