

5-10-60-7

RESOLUTION NO. 255-10 (5/25/10)

GovOps&W&M-Cayuga County Policy Manual -05-10

**AUTHORIZATION TO UPDATE AND ADOPT THE POLICIES OF THE COUNTY OF CAYUGA.**

**BY: Mr. Fearon, Chairman, Government Operations Committee.  
MR. Palermo, Chairman, Ways & Means Committee.**

**WHEREAS**, the County of Cayuga has adopted numerous policies and procedures for conducting county business and other policies were developed as mandated by statute; and

**WHEREAS**, these current policies have been reviewed, revised as needed and presented to the Legislature individually; and

**WHEREAS**; all current documents have been reviewed, revised as needed and formatted into one manual; now, therefore, be it

**RESOLVED**, that the County Legislature does hereby adopt the attached list of policies and procedures; and be it further

**RESOLVED**, that the policies be formatted in accordance to the direction of the Legislature and County Administrator, printed, and placed in manuals; and be it further

**RESOLVED**, that any future adoption of revisions to the above stated policies and procedures or newly adopted policies or procedures be updated in the Cayuga County Policy Manual; and be it further

**RESOLVED**, that this resolution take effect immediately upon adoption.

I HEREBY CERTIFY, THAT I HAVE COMPARED THE FOREGOING COPY OF A RESOLUTION DULY PASSED AND ADOPTED BY THE LEGISLATURE OF CAYUGA COUNTY AT A MEETING HELD ON THE 25th DAY OF MAY, 2010 WITH THE ORIGINAL RESOLUTION, AND THAT THE SAME IS A TRUE AND CORRECT COPY AND TRANSCRIPT THEREOF, AND THE WHOLE THEREOF.

5/26/2010 8:16AM

  
CLERK, CAYUGA COUNTY LEGISLATURE

**CAYUGA COUNTY POLICY MANUAL**  
**Section 35**

**Subject:** Leave Notification Policy for All Non-Elected, Full and Part-Time Department Heads.

**Effective Date:** 5/25/10; Res. 255-10

**Supersedes Policy of:** November 7, 2006

**Policy Title:** Leave Notification Policy

**Objective:** Impacted Department Heads are required to give “proper leave notification” to the County Administrator.

**Policy:** All non-elected, full and part-time Department Heads are required to give proper leave notification to the County Administrator. “Proper Notice” shall be interpreted as follows:

**Vacation Leave:** At least 10 business days prior to the commencement date.

**Personal Leave:** At least 2 business days prior to the commencement date, whenever possible.

**Sick Leave:** On the commencement date, or as soon thereafter as possible.

This policy recognizes that exceptions may be granted in situations involving extenuating circumstances.

**Note:** Policy shall be reviewed periodically by the County Administrator or his/her designee. Any revisions approved by the Legislature shall be distributed to departments.