

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.