

**City Manager's Office**  
**Administrative Order No: 016**  
**Issued: 01/03**  
**Revised: 10/03**

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**Approved by Willis A. Casey**  
**City Manager**

**Subject: Request for Leave on Business Days**

**Purpose:**

Ensure that appropriate departmental coverage is available on regular business days to provide service to the public.

**Policy:**

City offices remain open on all days not designated as a holiday. Employees wishing to take time off on any day not designated as a paid holiday must submit a Request for Leave to their supervisor/Department Director.

Employees are allowed to submit same-day requests to leave early on any working day, including days surrounding holidays (i.e., Christmas Eve, New Years Eve, etc.). Approval for leave is at the discretion of Department Directors or their designee. Employees are not to be released from work early without an approved Request for Leave.

Department Directors are to ensure that at least one employee remains at each work site/public counter on every day not designated as a holiday. In no event shall our service sites be closed before the normal closing time.