

**BOARD OF PUBLIC WORKS AND SAFETY
CITY OF NOBLESVILLE**

DATE: DECEMBER 19, 2017

PREVIOUSLY DISCUSSED ITEMS

NEW ITEMS FOR DISCUSSION XXX

MISCELLANEOUS _____

ITEM# #6

SOURCE:

DOCUMENTS PREPARED BY: BRANDON BENNETT

VERBAL:

INFORMATION ATTACHED: XXX

NO PAPERWORK AT TIME OF PACKETS:

BRING PAPERWORK FROM PREVIOUS MEETING:

Memo

To: Board of Works
From: Brandon Bennett, Director
CC:
Date: 12/11/2017
Re: Carryover of vacation time for an employee

This memo is to request an extension of time for Randy Neff, Park Maintenance Superintendent, to utilize his remaining 2017 vacation time in the first three months of 2018. We anticipate carrying over up to 48 hours of vacation time and 8 hours of floating holidays to be used no later than March 31st. He is still trying to reduce this need as time allows to be taken over the holidays. Due to our staffing needs and time off for other employees, Randy has always made sure that his team members are able to take their time before he takes his. Doing this has not allowed him enough time, especially during our exceptionally busy season (all the time), to be able to get his time in for the year. He has earned this benefit and I would like to request he is able to use it at the first of the year when more time is available to take off.

In moving forward, we will work with all team members in the maintenance division to spread out the time over the year and also encourage Randy to do the same. His dedication to the team is his first priority, but the time he earned is also a much needed break from the craziness of the Parks.

Thank you for the consideration