



Early Leave Policy

Early Leave may be offered the day before a holiday but at least one person needs to remain in the office until 4:00 and time must be charged. (Office is already closed on Thanksgiving and day after so should remain open the other three days that week with at least one person working.) Time charged if others leave early. If a holiday falls on Saturday and Friday is the scheduled holiday observance, office should remain open until 4:00 on Thursday.

Christmas Eve, New Years Eve and Good Friday the office may close two hours early as long as notice has been given in Newsletter and on website of early closing. (Additional time off must be charged with at least one person remaining in office). These days are optional Administrative Leave days at the discretion of the Clerk and approval of the Mayor.