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MANAGER
Andrew Dymczyk

TO: Township Board

FROM: Andrew Dymczyk, Township Manager 

SUBJECT: Al Hoard Vacation Approval

DATE: April 22, 2021

Building Official Al Hoard will be traveling for 13 days during the month of June and per his contract for any vacation time over ten consecutive days he is required to receive Township Board approval. During his absence, Deputy Building Official Cory Donnell is available and will oversee the department. I am recommending the approval of Mr. Hoard's vacation request for 13 days during the month of June this year.

Al Hoard Employment Agreement

Section 4: General Fringe Benefits

4.2 The Employee shall receive 120 hours of Vacation time per calendar year. Vacation time will be used in accordance of provisions of the Township Policy Manual. The Chief Building Official shall select vacation days during periods of time less disruptive to the operations of the Township, provided, however that the Chief Building Official shall not take more than ten(10) days consecutively or within a three week period without the prior consent of the Township Board. Unused vacation time may be accumulated up to a maximum of ten (10) days.

SUGGESTED ACTION:

Approve Building Official Al Hoard's vacation of 13 days during the month of June, 2021.