

TOWN OF GREENVILLE
ORDINANCE NO. 2013-WR-010

**RESOLUTION TO CARRY OVER OF VACATION TIME PER REQUEST
OF CRYSTAL BURKHART WATER UTILITY ASSISTANCE CLERK OF
THE TOWN OF GREENVILLE, INDIANA WATER UTILITY**

WHEREAS, Assistant Water Utility Clerk Crystal Burkhart by written request date 02-11-2013 to the Greenville Water Utility Superintendent and the Greenville Water Utility Council to carry over 3 days of vacation for 90 days pass the 6 month cut-off period in accordance with Water Utility Personnel Manual;

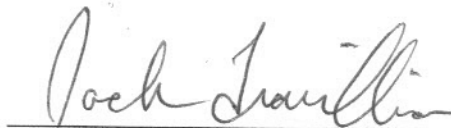
NOW, THEREFORE, BE IT ORDAINED BY THE TOWN AND WATER UTILITY COUNCIL OF THE TOWN OF GREENVILLE, INDIANA, AS FOLLOWS:

1. Per written request {attached} presented to the Greenville Water Utility Superintendent, Town of Greenville and Water Utility Council Crystal Burkhart shall be authorized to carry over 3 days of vacation time beyond the usual 6 month period as stated in the Water Utility Personnel Manual. The time period shall be extended for 90 days past the 6 month cut-off period.

ADOPTED BY THE TOWN COUNCIL OF GREENVILLE, INDIANA, ON THE 11th DAY OF FEBRUARY, 2013.

PRESIDENT OF THE TOWN AND
GREENVILLE WATER UTILITY
COUNCIL OF GREENVILLE,
INDIANA


TALBOTTE RICHARDSON


JACK TRAVILLIAN,
CLERK/TREASURER

PREPARED BY: RANDAL JOHNES

To: The GREENVILLE TOWN COUNCIL

I am making a request to the Water Superintendent and Town Council which would allow me to carry over 3 days of vacation beyond the usual 6 month period as stated in the personnel manual. If possible I would like this period to be extended for 90 days. Thanks you for your time and consideration.

Sincerely,

A handwritten signature in cursive script that reads "Crystal Burkhart". The signature is written in black ink and is positioned below the word "Sincerely,".

Crystal Burkhart