



**CITY OF BOWLING GREEN
ADMINISTRATIVE INSTRUCTION NO. 15**

MAINTENANCE OF EMPLOYEE LEAVE RECORDS


These Administrative Instructions set forth City policy regarding the maintenance of employees leave records.

INSTRUCTIONS

A permanent record of sick leave, including sick leave accumulated and sick leave used, shall be maintained by the City for all full-time and non-temporary, part-time employees who accrue sick leave. A permanent record of vacation information, including years of service for vacation credit and vacation time used, shall be maintained by the City for all full-time employees who are eligible to accrue vacation leave hours.

The City shall also maintain a permanent record of all other forms of leave that are accrued and used by eligible employees.

Department and/ or division heads shall forward all employee time sheets and leave requests to the payroll clerk by the time payroll is to be processed on a weekly basis.



John B. Quinn, Mayor

4-25-01

Date