

East Ascension

Consolidated Gravity Drainage District 1

William "Bill" Roux
General Manager

www.ascensionparish.net

Policy Memo # 8

Granting Special Holiday Time not Part of Yearly Holiday Schedule

Reason for Policy:

There have been several instances when the Parish Administration has issued authorization for parish employees to have paid time off after some parish functions. As General Manager of EADW, I have no authority to authorized paid time off, i.e. Holiday Pay, without the authorization of the Commission as voted on in an official public meeting of the Commission. There needs to be an official Operations Policy & Procedure Memo to clearly define the Commission's stance on this issue.

Policy Memo #8

The General Manager has the authority to grant special holiday time and pay to Drainage Works employees under the following conditions:

1. A special occasion arises in which the morale and well being of the employees of the Drainage District would be enhanced by the granting of portions of a normal workday as holiday time thus allowing the employees to leave work and get their regular pay.
2. Drainage Works and the Parish Administration agree to the benefits of granting this special holiday time for all parish employees.
3. The General Manager has permission from the Chairman and Vice Chairman of the Drainage Commission to grant the special holiday time.
4. There is not sufficient time to place the request before the Commission prior to the event.
5. The General Manager gets full Commission authorization at the Commission meeting following the event.
6. The special holiday time of Drainage Works follows the exact holiday time granted to the Parish of Ascension employees.