

SWANSEA HOUSING AUTHORITY

VACATION REQUEST POLICY

The following policy for vacation time has been set:

Vacation Days: single days can be requested **a week** in advance; a full week needs to be requested **at least a month** in advance. It should be noted that extended vacation time for maintenance personnel is not allowed during the months of November through March without approval of the Manager.

Personal Days/Hours: a full day or a partial day can be requested at a day's notice.

Sick Days/Hours: should be used for doctor's visits; dentist's visits, etc. When you are ill, a call should be made to the office at the earliest possible hour to notify the Manager of your intended absence.

PLEASE NOTE THAT ALL REQUESTS ARE SUBJECT TO THE APPROVAL OF THE MANAGER.
UNDER NO CIRCUMSTANCES SHALL LEAVE BE TAKEN WITHOUT THE PROPER NOTIFICATION.

Equal Housing Opportunity

Dartmouth Housing Authority shall not discriminate on the basis of race, color, national origin, age, sex, sexual orientation, or disability in admission to, access to, treatment in, or employment in its programs and activities.