

# Village of Belgium

Located in Ozaukee County, Wisconsin, U.S.A.




## **Salaried Employee Vacation and Sick Leave Tracking -**

Report any time gone to the Treasurer and both Administrative Assistants via email prior to taking leave. You must note whether Vacation or Sick leave is being used. If time is being made up during the same week, please note the date/time which covers the missed time.

In the case of an emergency, the employee shall make a phone call to an Administrative Assistant to report absence/leaving the job. The Administrative Assistant shall email notice to the staff and record the absence on the Master Calendar.

Under no circumstances, should timecards inaccurately reflect time away. Timecards must be actual representations of time worked doing Village business on Village premises, equipment or systems. Inaccurate time cards will be considered falsifying official documents, punishable by up to, and including termination.

All time away should be noted on the Master Calendar and will be added by an Administrative Assistant. All time away should be noted on time cards.

  
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Kevin P. Kowalkowski, Village President

08-09-10  
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Date