

TO: MAYOR AND CITY COUNCIL
FROM: Neil Jensen, City Administrator
SUBJECT: Vacation Extension Request

MEETING DATE: December 5, 2023

BACKGROUND

As discussed in the work session I would like to carry over up to 40 hours of vacation to be used in January. As per the personnel policy City Council must approve the request.

REQUESTED COUNCIL ACTION

Please make a motion to approve City Administrator Neil Jensen vacation request to carry over 40 hours of vacation into January, 2024.