

**Department of Human Resources**

**Date:** 01.03.2013

**Subject:** Amendment to Annual Leave Policy – Carryover Limit Adjusted

Following collective bargaining discussions, the municipal leave policy has been updated. Effective March 15th, the maximum number of annual leave days that can be carried over into the next calendar year will be adjusted from 10 to **15 days**.

All supervisors are required to update team leave balances in the HR system and encourage staff with excess leave to schedule usage before October.

This amendment addresses workforce wellbeing and operational coverage. It is **entirely unrelated to permit procedure changes**, technical reviews, or intake handling.