



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: 23-222

Agenda Date: 11/14/2023

Version: 1

Status: Agenda Ready

In Control: Town Council

File Type: Order

Agenda Number:

I. Council Action Requested.

To approve amendments to the Personnel Policy, Article VI, Section 2, Holidays to clarify that employees are eligible for paid holidays that occur within their normal working schedule and other minor corrections to the holiday list.

II. Basis for Council Action.

Council approval of this item is required because;

- a. Article III, Section 2(A)(10) of the Charter requires the Town Manager to "prepare an Administrative Code, submit it to the Council and be responsible for its administration after adoption by the Council,"

III. Issue Summary.

The proposed amendment addresses the eligibility for holidays for employees working a 4-day workweek versus a 5-day workweek.