



TOWN OF AMENIA
TOWN BOARD

4988 Route 22, AMENIA, NY 12501
(845) 373-8860 www.ameniany.gov

RESOLUTION No. 23 of 2025

RE: APPROVING THE CARRY-OVER OF UNUSED VACATION TIME

WHEREAS, pursuant to the Town of Amenia Employee Handbook, all full-time and part-time employees paid on an hourly basis, and regularly scheduled to work at least 15 hours per week, are eligible for paid vacation leave; and

WHEREAS, an eligible employee may carry over vacation leave from one year to the next with the approval of their Department Head; and

WHEREAS, each Department Head must report all approved vacation leave carry-over to the Secretary to the Supervisor; and

WHEREAS, the Secretary to the Supervisor has received the following approved requests for vacation leave carry-over which are annexed hereto and made a part hereof.

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. The recitations set forth above are incorporated in this Resolution as if fully set forth and adopted herein.
2. The Town Board hereby approves the requests received into the Secretary of the Supervisor's office to carry over vacation accruals from 2024 which are annexed hereto.

Motion made by C/Winters
Seconded by S/Blackman

The foregoing resolution was voted upon with all councilmembers voting as follows:

Supervisor Blackman	Aye
Councilmember Rebillard	Absent
Councilmember Hamm	Aye
Councilmember Winters	Aye
Councilmember Ahearn	Aye

Dated: Amenia, New York
January 16, 2025


DAWN MARIE KLINGNER, TOWN CLERK

REQUEST FORM TO CARRYOVER UNUSED
VACATION ACCRUALS

NAME: Michael Segetken

TODAY'S DATE: 12/5/24

DEPARTMENT: Building

NUMBER OF VACATION HOURS TO BE
CARRIED OVER 32

YEAR ACCRUALS WERE EARNED 96

COMMENTS

Will use for Kna Replacement

Michael Seget

APPROVAL

APPROVED: YES NO

Supervisor/Manager Approval: [Signature]

Date: 09 DEC 24

Printed Name: LEO BLACKMAN

Title: SUPERVISOR

REQUEST FORM TO CARRYOVER UNUSED
VACATION ACCRUALS

NAME: Marge Arnold
TODAY'S DATE: 12/31/24 DEPARTMENT: Supervisor
NUMBER OF VACATION HOURS TO BE
CARRIED OVER 24 hrs
YEAR ACCRUALS WERE EARNED 24

COMMENTS

APPROVAL

APPROVED: YES NO

Supervisor/Manager Approval: LEO BLACKMAN Date: 12/31/24
Printed Name: Leo Blackman
Title Supervisor



TOWN OF AMENIA

PLANNING AND ZONING DEPARTMENT
4988 Route 22, AMENIA, NY 12501

PLANNING AND ZONING DEPARTMENT
4988 Route 22, AMENIA, NY 12501
TEL: 845-373-8860x122 FAX: 845-789-1132
E-MAIL: jwestfall@ameniany.gov www.AmeniaNY.Gov

January 2, 2025

To: Leo Blackman, Marge Arnold, Nancy Nowak

From: Judy Westfall

This memo is to notify you that I would like to carry over hours from 2024 to 2025. My calculations show that at December 31, 2024, I will still have 29 hours of Vacation time that will be unused. I would like approval of these 29 hours to be carried over to 2025. Please confirm authorization by signing below. If these amounts are not correct, please notify me of any changes. Thank you for your consideration.

Please sign for confirmation to carry over 29 hours Vacation Time to 2025

Judith Westfall
Planning & Zoning Secretary

Leo Blackman
Town of Amenia Supervisor