

Human Resources Department

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Human Resources Department Interpretation

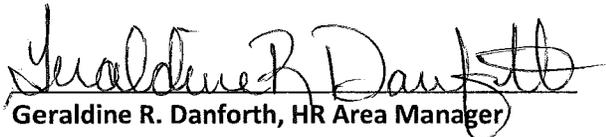
May 8, 2017

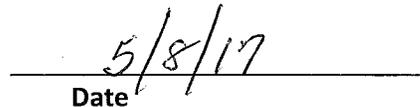
RE: Ability to Utilize Vacation and/or Personal Time during a Probationary Period

GTC Resolution 5-23-11-B updated Section III.D.2.b. of the Personnel Policies and Procedures, allowing employees to utilize vacation and/or personal time while on a probationary period, with supervisor approval.

Section IV.A.5.m of the Personnel Policies and Procedures indicated that "Personal or Vacation Days could not be taken when an employee was on probation. This was in contradiction of Section III.D.2.b, which allowed employees to utilize vacation and/or personal time while on a probationary period.

Therefore, it is the interpretation of the Human Resources Department that the intent of GTC Resolution 5-23-11-B was to update the Personnel Policies and Procedures, allowing employees to utilize vacation and/or personal time while on a probationary period. Section IV.A.5.m will be updated to not conflict with Section III.D.2.b and both sections will reflect the ability of employees to utilize vacation and/or personal time while on a probationary period, with supervisor approval.


Geraldine R. Danforth, HR Area Manager


Date