

Personnel Policy States:

PTO Leave Requirements

- 1). To remain eligible for health or emergency related PTO leave, the employee is responsible for keeping the City Clerk/Treasurer advised of health status. If a health-related cause for PTO leave results in an absence from work of more than 3 consecutive work day duration, a health professional's written verification of the nature and anticipated length of the employee's health related absence must be submitted prior to the end of business on employee's third day of absence from work. If a doctor's verification is not received, no PTO pay will be issued, and employee's continued absence will be deemed "unexcused".
- 2). The maximum amount of PTO time that shall be allowed to accrue is 200 hours for employees.
- 3). **Should an employee reach the accrued PTO maximum of 200 hours, A plan for leave usage is to be devised to get under the 200 hours with approval at the following City Council meeting.**
- 4). The City of Vergas will pay employee for all accrued PTO leave upon resignation or retirement for those employees leaving in good standing.

Julie Lammers has reached the 200 hours of PTO time for employees (currently at 215.69) and has tried to take time off the past 4 weeks. Due to liquor store employees needing to be home due to illness and end of year reports needing to be filed PTO has not been able to be used.

Plan: Use 40 hours from Feb. 23-March 2.