

ATTACHMENT 2

Personnel Policies Excerpt

A. RATE OF ACCRUAL

1. On October 1st of each year, all regular full-time employees shall accrue PTO in accordance with the following chart:

LENGTH OF SERVICE	ANNUAL ACCRUALS			
	Directors		Staff Members	
	Hours	Days	Hours	Days
Date of Hire	228.0	28.5	152.0	19.0
Beginning 7 th Year	240.0	30.0	192.0	24.0
Beginning 14 th Year	256.0	32.0	232.0	29.0

2. Any unused PTO will lapse on September 30th of each year, except that Directors and the Executive Assistant to the Directors may buy-out, that is, be paid for up to forty (40) hours of unused PTO at September 30th, so long as payment is made on or before September 30th in compliance with Village Charter, Section 4 (6) (c), which prohibits unfunded liabilities.
3. Hours of accrual in the chart above are based upon employees who work an eight (8) hour work day.
4. Employees who are hired during the middle of the fiscal year shall accrue PTO on a pro rata basis beginning upon the employee's actual date of hire through September 30 of that year. Village Manager has discretion to establish a new employee's Length of Service Level above the minimum included in the chart above.
5. At the Village Manager's discretion, regular part-time employee may accrue PTO in accordance with the chart above on a prorated basis.
6. Accrued but unused PTO will NOT be paid upon employment termination, whether termination is by resignation, retirement, layoff or involuntary termination.

B. Eligibility and Scheduling

A regular employee is eligible to use accrued PTO at any time with supervisory approval. PTO will be used in no less than one-quarter hour (15 minute) increments.

Introductory employees may utilize up to zero days (-0- hours) of PTO during the first six (6) months of employment and up to 5 days (40 hours) during the last six (6) months of their introductory period unless otherwise approved by the Village Manager.