

**AGENDA ITEM SUMMARY SHEET**  
**VILLAGE COUNCIL MEETING**  
**SEPTEMBER 4, 2019**

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**Agenda Item:**

Modification to Paid Time Off (PTO) Accrual Policy

Resolution No. 2019-14 Amending Resolution No. 2016-09 Adopting Personnel Policies;  
and Providing an Effective Date

**Description:**

With regard to the Annual Accruals and annual “buy-out” of unused Paid Time Off (PTO), the Village Executive Assistant is designated as “staff” and must take all accrued PTO or any unused PTO is “lost” on September 30<sup>th</sup> of each year. Conversely, “Directors” may get paid for up to forty (40) hours of unused PTO as of September 30<sup>th</sup>.

The proposed amendment to the Personnel Policies, Section 3-03 Paid Time Off (PTO), item A 2, would state: “Any unused PTO will lapse on September 30<sup>th</sup> of each year, except that Directors and the Executive Assistant to Directors may buy-out, that is, be paid for up to forty (40) hours of unused PTO at September 30<sup>th</sup>, so long as payment is made on or before September 30<sup>th</sup> in compliance with Village Charter, Section 4 (6) (c), which prohibits unfunded liabilities.”

**Action Requested:**

Adopt Resolution No. 2019-14.

**Financial Impacts:**

None.

**Attachments:**

1. Resolution No. 2019-14
2. Personnel Policies Excerpt