

ORD#19-35
TOWN OF CUMBERLAND

1 AN ORDINANCE: AMENDING THE EMPLOYEE HANDBOOK

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3 **The Town of Cumberland Ordains:**

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5 **SECTION 1:** In accordance with the requirements of Sect. 2-75(d), the Employee Handbook is hereby
6 amended as follows:

7
8 C. Accrual of Paid Time-Off (PTO)

9 ~~Employees are permitted to retain up to ten (10) days of paid time off, to be rolled over into~~
10 ~~a bank of sick days, up to a maximum of seventy (70) days, to be used in an event of an illness~~
11 ~~or injury to the employee or an immediate family member. All other paid time off not used~~
12 ~~by the employee shall be forfeited if not used in the year accrued. Accrued sick bank days~~
13 ~~are not compensable at the time of separation from employment and are only to be used~~
14 ~~during the time of employment.~~

15
16 C. Accrual of Paid Time-Off (PTO)

17 EMPLOYEES ARE PERMITTED TO RETAIN UP TO TEN (10) DAYS OF PAID TIME-OFF (PTO), TO
18 BE ROLLED OVER INTO THE FOLLOWING YEAR. THE ROLLED OVER PTO MUST BE USED AS
19 FOLLOWS:

- 20 1. AT THE END OF THE FIRST WEEK OF JANUARY, THE EMPLOYEE MUST NOTIFY THE
21 DIRECTOR OF HUMAN RESOURCES AS HOW TO ALLOCATE THEIR ROLLED OVER PAID
22 TIME-OFF.
- 23 2. ROLLED OVER PTO CAN BE ALLOCATED AS FOLLOWS:
- 24 i. THE TEN DAYS ARE ROLLED OVER INTO A BANK OF SICK DAYS, UP TO A MAXIMUM
25 OF SEVENTY (70) DAYS, TO BE USED IN AN EVENT OF AN ILLNESS OR INJURY TO THE
26 EMPLOYEE OR AN IMMEDIATE FAMILY MEMBER; OR
- 27 ii. A MAXIMUM OF SEVEN (7) DAYS OF TIME CAN BE ALLOCATED TO PTO AND THE
28 REMAINDER IS TO BE DEEMED SICK TIME AND ROLLED OVER INTO A BANK OF SICK
29 DAYS, UP TO A MAXIMUM OF SEVENTY (70) DAYS TO BE USED IN AN EVENT OF AN
30 ILLNESS OR INJURY TO THE EMPLOYEE OR AN IMMEDIATE FAMILY MEMBER, AND
- 31 iii. ANY PTO ROLLED OVER MUST BE USED BY JUNE 30TH OF THAT YEAR OR IT SHALL
32 BE FORFEITED BY THE EMPLOYEE. ACCRUED ROLLED OVER PTO IS NOT
33 COMPENSABLE AT THE TIME OF SEPARATION FROM EMPLOYMENT AND IS ONLY
34 TO BE USED DURING THE TIME OF EMPLOYMENT.

35 SECTION 2: This ordinance is retroactive and deemed to have taken effect on January 1, 2020.

36 **LEGISLATIVE EXPLANATION**

37 This ordinance revises the Employee Handbook to provide limited rollover of Paid Time-Off.

38
39 12/11/19 Mayor

ON A MOTION BY COUNCILOR SCHMITT, SECONDED BY COUNCILOR SHAW, AND IT IS
UNANIMOUSLY VOTED TO APPROVE. VOTE 7/0.

Date Adopted: January 15, 2020

A True Copy, ATTEST:

E. Craig Dwyer
E. Craig Dwyer, President

Jeffrey J. Mutter
Jeffrey J. Mutter, Mayor

Sandra M. Giovanelli
Sandra M. Giovanelli, Town Clerk