

Memo

Date: August 26, 2020

To: Village Board

From: Brad Lange

Re: Request to Convert Excess Personal Time Off (PTO) into Sick Leave

The coronavirus pandemic has certainly created additional challenges for everyone and the village staff is no exception. The Family First Coronavirus Response Act has provided some additional paid sick leave and expanded family and medical leave for specified reasons related to COVID-19; however, these provisions will currently expire on December 31, 2020.

The current Village policy allows for up to 120 hours of unused PTO to be carried over at the end of the calendar year. I am asking the Village Board to approve allowing staff to convert PTO in excess of the 120 hours, up to an additional 40 hours, into their sick leave account for carryover into 2021. The request is only for 2020 carryovers into 2021.

Thank you.