



# CITY OF MANITOWOC

WISCONSIN, USA

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**DATE:** April 4, 2022  
**TO:** Personnel Committee  
**FROM:** Jessie Lillibridge, HR Director  
**RE:** Employee Policy Manual Revisions

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Following are the recommended revisions to the Employee Policy Manual:

- Article 9: Paid Time Off –
  - (Section 1) Revise PTO language to allow for immediate PTO for new employees along with a payback provision for employees working less than one year.
  - (Section 3) Clarify use of Extended Leave
- Additional approval being requested on the addition of Sick Leave language to Article 9 to be effective January 1, 2023. If approved the language will be added to the EPM at a later date in 2022 as work is completed on establishing the new procedure to implement this policy.

Upon Common Council approval of the new Employee Policy Manual, Human Resources will notify all employees of the changes and require signed acknowledgment forms. Copies of the updated Manual will be available on the Intranet and in the Human Resources Department upon request.

Thank you.

HUMAN RESOURCES

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