



# CITY OF MANITOWOC

WISCONSIN, USA

[www.manitowoc.org](http://www.manitowoc.org)

**DATE:** September 8, 2022  
**TO:** Personnel Committee  
**FROM:** Jessie Lillibridge, HR Director  
**RE:** WWTF Old Sick Leave Balances – Request for potential payout

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WWTF operations will be moving to MPU as of January 1, 2023. We have been working with MPU to determine how employees various leave banks and time off will be transitioned. Four long-time employees still have balances in their Old Sick Leave Banks. During Act 10 revisions, these banks were frozen at current levels with no future accruals allowed. Typically, these banks are paid out to employees upon WRS-eligible retirement.

Our Employee Policy Manual (EPM) also allows this bank to be paid out with approval from the Council.

*EPM Article 9: PAID TIME OFF, Section 3 -*

*“Old Sick Leave Bank Employees who have an accrued sick leave balance will have that balance placed in a separate account for future use and/or payout upon layoff, retirement or death. The balance in this account may not exceed 960 hours. This accrued sick leave may be paid out in whole or in part at any time prior to layoff, retirement or death at the sole discretion of the Common Council.”*

WWTF employees who currently have these banks are either using the time prior to the end of the year or will be requesting that it be paid out.

The current amount left amongst the four employees as of the preparation of this memo is \$20,560. This number is likely to decrease as some employees will continue to use the leave prior to the end of the year.

I’m requesting approval for any remaining funds to be paid out on the last paycheck of 2022 should the employees make payout requests. The four employees are Mike Jaeger, Pete Dombrowski, Scott Krause, and Deb Duane.

Thank you for your consideration.

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