

**CITY OF MANITOWOC
EMPLOYEE POLICY MANUAL**

ARTICLE 9: PAID TIME OFF

Section 1. Personal Time Off. Eligible employees will be provided annually with Personal Time Off (PTO) while meeting the operational needs of the City according to the appropriate schedule below. To assist in recruiting the best candidate for vacant positions, Department Heads may work with Human Resources and the Mayor to offer an increased PTO schedule (up one additional level in the accrual schedules below) to potential candidates, if warranted. Initially, 80 hours of PTO will be awarded upon hire, and after that PTO will accrue and become available on a pro-rata basis each payroll cycle. All time off requests must have prior approval from the employee's direct supervisor. Part-time employees will be allotted initial PTO on a pro-rata basis and will subsequently accrue PTO on a pro-rata basis. PTO will be available for use after 30 days of employment.

Employees who separate employment within the first year shall not receive a payout of the initial 80 hours. In addition, if any of the initial allotment of hours was used during that first year, the employee will be required to pay back that time on their last paycheck. Exceptions may be made with documented approval from the Human Resources Director and the Department Head.

Department Heads, Police Chief, Assistant Chief, Fire Chief and Deputy Chiefs

- 80 hours PTO will be available to use after 30 days of employment.

Accrual schedule (full-time):

During the 1st year of service	48 hours	(1.85 hours per pay period)
After 1 year of service	168 hours	(6.46 hours per pay period)
After 5 years of service	180 hours	(6.92 hours per pay period)
After 9 years of service	192 hours	(7.38 hours per pay period)
After 12 years of service	200 hours	(7.69 hours per pay period)
After 14 years of service	216 hours	(8.31 hours per pay period)
After 19 years of service	256 hours	(9.85 hours per pay period)
After 24 years of service	280 hours	(10.77 hours per pay period)