CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

DATE: April 1, 2026
TO: Mayor Nickels and Members of Personnel Committee
FROM: Jessie Lillibridge, HR Director
RE: Paid Time Off (PTO) Awards Reporting (Jan – March 2026)

Last year, a new policy was approved that allows Department Heads to grant additional PTO hours to employees who exceed expectations, provide service beyond normal job expectations, or make significant contributions to departmental or City goals. The policy requires quarterly reporting to the Mayor and Personnel Committee summarizing the PTO awards.

Below please find the report for the 2026 first quarter.

Department	# Hours Awarded	Reason
City Clerk	24.0	Assisting with the recent Municipal Court Clerk transition.
Police	8.0	Received exceptional performance rating in 2025 but did not receive additional percent increase due to compression pay policy implementation.
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TOTAL HOURS	**56.0**	

Thank you.

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