



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

DATE: August 3, 2026
TO: Mayor Nickels and Members of Personnel Committee
FROM: Jessie Lillibridge, HR Director
RE: Paid Time Off (PTO) Awards Reporting (April-June 2026)

City policy 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 second quarter of 2026.

Department	# Hours Awarded	Awarded by	Reason
Police	8	John Musial	Exceptional work performance, along with an extremely positive attitude.
City Clerk	4	Justin Nickels	Came in on inclement weather day when most places were closed
City Clerk	4	Justin Nickels	Came in on inclement weather day when most places were closed
Community Development	4	Justin Nickels	Came in on inclement weather day when most places were closed
Community Development	4	Justin Nickels	Came in on inclement weather day when most places were closed
DPW	4	Justin Nickels	Came in on inclement weather day when most places were closed
Fire Rescue	4	Justin Nickels	Came in on inclement weather day when most places were closed
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Fire Rescue	4	Justin Nickels	Came in on inclement weather day when most places were closed
City Clerk	4	Justin Nickels	Came in on inclement weather day when most places were closed
Police	8	John Musial	Doing a great job and deserves extra PTO
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TOTAL HOURS	64.0		

Thank you.

HUMAN RESOURCES

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