



**VILLAGE OF JACKSON
PERSONNEL COMMITTEE MEETING AGENDA**

Tuesday, November 14, 2023 at 6:00 PM

Jackson Municipal Complex
Village Board Room
N168W19851 Main Street
Jackson, WI 53037

1. Call to Order and Roll Call
2. Approval of Minutes for the Personnel Committee Meeting of September 12, 2023
3. Review and Discussion of Chapter IV of the Village of Jackson Employee Handbook
4. Closed Session Pursuant to Wis. Stats. § 19.85(1)(c) “considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.”

The closed session is for the purpose of:

1. Updates to Chapter IV of the Village of Jackson Employee Handbook and Application of Same with Regard to Specific Employees
5. Reconvene in Open Session with Possible Action Related to the Subject of the Preceding Closed Session
6. Citizens/Village Staff to Address the Personnel Committee
7. Adjourn

Persons with disabilities requiring special accommodations for attendance at the meeting should contact the Administration Department at the Jackson Municipal Complex at least one (1) business day prior to the meeting.

It is possible that members of the Village Board may attend the above meeting. No action will be taken by any governmental body at this meeting other than the governmental body specifically referred to in this meeting notice. This notice is given so that members of the Village Board may attend the meeting without violating the open meeting law.

MINUTES
PERSONNEL COMMITTEE MEETING
Tuesday, September 12, 2023 at 6:00 PM
Jackson Municipal Complex
Village Board Room
N168W19851 Main Street
Jackson, WI 53037

1. Call to Order and Roll Call

Pres. Heckendorf calls the meeting to order at 6:00PM.

Members Present: Tr. Emmrich and Tr. Kruepke

Members Absent: None

Staff Present: Administrator Keller, Treasurer Smith, Police Chief Vossekuil, Fire Chief Swaney, Building Inspector Johnson, Parks & Recreation Director Valentino, Public Works Director Kober, and Clerk Gonstead

Other Village Board Members Present: None

2. Approval of Minutes for the Personnel Committee Meeting of July 11, 2023

Motion to approve Minutes for the Personnel Committee meeting of July 11, 2023 was made by Tr. Emmrich and seconded by Tr. Kruepke.

Vote: 3 ayes, 0 nays. Motion carried.

3. Shared Building Inspector Service with City of Hartford - Discusson Only

Admin. Keller discussed the background and a potential solution with regard to upcoming staffing needs in relation to building inspection, and the possibility of engaging in shared services with the City of Hartford.

Building Inspector Johnson explained his current staffing situation and nearing changes. He further explained that trying to fill these positions is a common challenge, many areas are opting to utilize shared services. The current part-time help is at approximately 10-15 hours per week.

The Committee gave direction for Village staff to move forward with City of Hartford Administrator to draft a proposed contract. No formal action was taken.

4. Review Data and Discuss 2024 Wages and Benefits- Village Employees and Officials

Admin. Keller spoke on the matter. An overview provided of the completion of year two of two wage adjustments for departments that required phased increases due to budgeting restrictions and additional staffing needs for the Department of Public Works and the Parks and Recreation Department, with one additional full-time employee each. No formal action

was taken.

Discussion on compensation for all Fire Dept. members - paid on call, part-time, and full-time (reference memo items no. 3 and 4). PAA pay scale study information was provided to the body for reference. Discussion of established pay scales and ranges that are attached to experience. Chief Swaney explained the scale and other models he has seen from various communities. Discussion on the possibility of lateral transfer as well.

The Committee in favor of scale/ranges, step ups, and cost of living increases annually. The Committee provided direction to Village staff to continue work to pursue this concept of pay scale for the Fire Department, while noting the potential issues that this could lead to additional payroll/administrative efforts with the numerous pay scales as well as possibly seeing a double digit increase to the Fire Department payroll budget to accommodate. No formal action was taken.

Discussion on updated wage increases for appointed inspectors, appointed committee members, and elected officials (reference memo item no. 5). A memo was provided to the Committee, prepared by Clerk Gonstead, which proposed an increase to \$12 per hour for election inspectors, with an election day bonus for chief inspectors. Committee in favor of pursuing this recommendation through the budget season. No formal action was taken.

Discussion continued regarding a potential modest pay increase for appointed committee members and elected Board members. Admin. Keller also addressed the current determination of pay for Board members, which requires additional tracking of attendance by Village staff, which could be simplified during this process of reevaluation.

Tr. Emmrich expressed his opinion that money is better spent on the Village employees than elected and appointed officials, noting they do not do this for money. Tr. Kruepke expressed his opinion that an increase would incentivize people to run and participate in the Village government. Noting that travel, time away from family to be in attendance, and matters of the like may keep people from getting involved. Pres. Heckendorf shared similar sentiments to Tr. Kruepke, adding that the complexity of the topics the Village government now handles and the time to adequately prepare has increased. Pres. Heckendorf further pointed out that the proposed increase would get the Village closer in range to the surrounding peer communities.

Pres. Heckendorf explained to the Committee that a pay increase for elected officials would not go into effect until the respective position's new term would begin. He further indicated, should they decide to pursue the pay increase, they could delay the increase to begin in April of 2025 so it takes effect for all trustees at the same time. No formal action was taken.

5. Memorandum of Understanding (MOU) for the Establishment of a K9 Handler, WPPA

Chief Vossekuil spoke about the matter. He explained the fundraising efforts for the K9 are at approximately 95% of their goal. The MOU has been legally reviewed by their labor attorney. Chief Vossekuil explained the agreement is similar to that of surrounding communities. Discussion was had regarding the potential of a comp time payout and the

guidelines within the current Police union contract.

Motion to recommend to the Village Board to approve the Memorandum of Understanding for the establishment of a K9 handler was made by Tr. Emmrich and seconded by Tr. Kruepke. No further discussion.

Vote: 3 ayes, 0 nays, motion carried.

6. **Closed Session** pursuant to Wis. Stats. §19.85(1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the Village has jurisdiction or exercises responsibility and 19.85(1)(e) "deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session."

The closed session is for the following purposes:

- a) Discussing the 2023 Village Administrator Performance Review
- b) Memorandum of Understanding for the Establishment of a K9 Handler, WPPA
- c) Review Data and Discuss 2024 Wages and Benefits- Village Employees and Officials

Pres. Heckendorf made a motion to go into closed session, pursuant to Wis. Stats. §19.85(1)(c) and §19.85(1)(e) for the listed purposes "a" and "c" and seconded by Tr. Emmrich.

Roll vote:

Pres. Heckendorf - aye

Tr. Emmrich - aye

Tr. Kruepke - aye

Motion carried, the meeting proceeded into closed session at 6:53PM.

Those present in the closed session were Pres. Heckendorf, Tr. Emmrich, Tr. Kruepke, and Admin. Keller.

7. **Reconvene into Open Session with Possible Action Related to the Subject(s) of the Preceding Closed Session**

Motion to reconvene into open session was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 3 ayes, 0 nays, motion carried.

The meeting reconvened into open session at 7:15PM. No further action taken.

8. **Citizens/Village Staff to address the Board**

None.

9. **Adjourn**

Motion to adjourn was made by Tr. Kruepke and seconded by Tr. Emmrich.

Vote: 3 ayes, 0 nays, motion carried.

The meeting was adjourned at 7:16PM.

Respectfully Submitted,
Anastasia Gonstead - Village Clerk



Taking the lead in Washington County.

MEMO

TO: Personnel Committee

FROM: Jen Keller, Administrator

RE: Review and Discussion of Chapter IV of the Village of Jackson Employee Handbook

MEETING DATE: November 14, 2023

Background

Based upon organizational needs, Staff and the Board commenced the review of the Employee Handbook with the leave policies as the highest priority. The agenda offers open session discussion of policy to apply to all employees. Closed session conversations may be warranted as specific employee leave benefits require Village Board review as well.

Verbiage not within the document for consideration tonight, but to be incorporated with the assistance of the Village Attorney, includes allowance of a permanent part-time employee who averages 20 hours per week, for 52 consecutive weeks, access to several areas of the leave benefits at a pro-rated level. This would include access to pro-rated amounts of bereavement, sick, holiday, and vacation. For example, a part-time employee seeking leave for the death of an immediate family member, could receive pay for three (3), 4-hour working days. Additionally, the Collective Bargaining Agreement and Policies for Fire Department shift employees must be referenced and/or attached to the handbook to thoroughly apply to every Village employee.

The staff reviewed 22 policy handbooks of other communities and discussed internal impact to Jackson, should we implement other policies utilized by communities. Staff propose the following changes to each section of the employee handbook.

4.01 - Bereavement Leave

Clarification and modest expansion of "immediate family" has been made. A single day paid leave benefit was added for extended family.

4.02 - Family and Medical Leave (FMLA) Policy

Staff will work with legal counsel and CVMIC (Cities & Villages Mutual Insurance Company) to update the FMLA policy to address/include light duty language.

4.03 - Health Care Appointments

No major changes.

4.04 - Holidays

No major changes.



Taking the lead in Washington County.

4.05 - Jury Duty

No major changes.

4.06 - Military Leave

No major changes.

4.07 - Sick Leave

Clarification of eligible use of sick leave.

4.08 - Vacation Time Policy

Staff recommend offering a five (5) day vacation benefit to a new employee after one (1) month of service, to be pro-rated for the remainder of the year upon date of hire. Furthermore, should the employee resign or be terminated within the first year of employment, any vacation benefit utilized may be required for reimbursement to the Village.

Staff recommend changing from anniversary accrual to calendar year accrual. Staff recommend accelerating the vacation schedule after ten (10) years of service from the current program that offered half of a day, earned annually, to a full day earned annually. Formerly, the policy required an employee of ten (10) years to work another ten (10) years to receive five (5) additional vacation days. Earlier in 2023, the Village Board authorized the modification of an annual equivalent accrual.

4.09 - Compensatory Time for Nonexempt Employees

No major changes.

4.10 - Leave Without Pay

Will be reviewed by the Village Attorney.

Potential Motion

Recommendation for Village Board authorization to the Village Attorney and Village Administrator to review, revise, and distribute to employees the updated Section 4 Leave Policies of the Employee Handbook, effective January 1, 2024.

SECTION 4: LEAVE POLICIES

4.01 Bereavement Leave

Each full-time employee of the Village shall have the right upon a death in the family to be granted leave of absence as follows:

1. In case of a death of an immediate family member (father, father-in-law, mother, mother-in-law, spouse, child or stepchild, brother, sister, brother-in-law, sister-in-law, grandparent, or grandchild); not to exceed three (3) days.

Exceptions to the length of leave shall depend upon the circumstances and shall be subject to the approval of the Department Head. In no event will an employee be required to work on the day of the funeral of a family member, as defined herein. If additional time is needed beyond the allowable leave, the employee may use accrued sick leave, vacation, or personal days, to a maximum of two (2) additional days; or request leave without pay to grieve or make funeral arrangements.

4.02 Family and Medical Leave (FMLA) Policy

This family and medical leave policy ("FMLA Policy") applies to any employee who requests or takes family and/or medical leave under federal or state law, or both. The Village administers this FMLA policy on a calendar year basis. Both Wisconsin and Federal family and medical leave will run concurrently with each other and concurrently with any other leave which is available to the employee under the Village's policies or collective bargaining agreements, as well as under Federal and Wisconsin law. All or a portion of the period of family and medical leave may be unpaid in certain instances. Leave taken under this FMLA Policy will not be used against an employee in any employment decision, including in the determination of wage increases, promotions, or disciplinary action.

I. Eligibility for Leave.

It is the Village's policy to provide employees with Wisconsin family or medical leave if they have worked for at least fifty-two (52) consecutive weeks and have worked at least 1,000 hours in employment in the twelve (12) month period prior to the time leave begins. Employees will be eligible for Federal family and medical leave if they have worked for at least twelve (12) months and have worked 1,250 hours in employment in the twelve (12) month period immediately prior to the time leave begins. Employees will only be eligible for the period of leave taken under this Policy which will count toward the leave to which an employee may be entitled under Federal and/or Wisconsin law.

II. *Amount of Leave Available.*

Employees are generally entitled to unpaid leave for any one or combination of the following reasons:

III. *Birth or Placement for Adoption or Foster Care of a Child.*

Unpaid leave of up to twelve (12) weeks under Federal law and six (6) weeks of unpaid leave under Wisconsin law, as applicable, may be taken by an eligible employee, upon the birth or placement for adoption or foster care (Federal only) of a child with the employee. Leave may be taken in a block of time or intermittently as permitted by law. In no event, however, may leave be taken on an intermittent basis after sixteen (16) weeks from the birth or adoption. A statement of the anticipated date of birth or date of placement for adoption or foster care must be provided to the Village within fifteen (15) calendar days of requesting leave. Any accrued paid time that the employee may have at the time his/her leave begins may be substituted, or may be required to be substituted, for all or a portion of the otherwise unpaid leave. The paid time used will not be available later. Extensions of FMLA leave will not be permitted, except as provided by the Village's policies or as required by law.

IV. *Serious Health Condition of Employee.*

Unpaid leave up to twelve (12) weeks under Federal law and two (2) weeks under Wisconsin law may be taken by an employee in the event he or she experiences a "serious health condition." These periods of leave will run concurrently. A serious health condition will generally occur when the employee receives inpatient care at a hospital, hospice or nursing home or receives outpatient care which requires a schedule of continuing treatment by a health care provider and renders the employee incapable of performing the functions of his/her position. Medical leave may be taken all at once or in smaller increments as is medically necessary. If leave is taken in smaller increments, the employee may be temporarily transferred to another job in the Village.

The employee must provide the Village, within fifteen (15) calendar days of requesting leave, with a Health Care Provider Certification which is completed by the employee's treating health care provider.

Compensatory time which the employee has accrued at the time his/her medical leave begins may be substituted or may be required to be substituted to the extent permitted by law, for all or a portion of the otherwise unpaid FMLA leave period. If the leave arises due to a work-related injury, worker's compensation leave will run concurrently with the leave an employee is entitled to under the FMLA, to the extent permitted by law. Any paid leave used will not be available later. Extensions of FMLA leave will not be allowed except as provided by the Village's policies or as required by law.

V. *Serious Health Condition of a Child, Parent, or Spouse, Domestic Partner, or Parent of Domestic Partner.*

Unpaid leave of up to twelve (12) weeks under Federal law may be taken by an employee to care for a child, spouse, or parent with a “serious health condition” and two (2) weeks of under Wisconsin law may be taken by an employee to care for a child, spouse, parent, domestic partner, or parent of a domestic partner with a “serious health condition” (see preceding paragraphs for definition of “serious health condition”). These periods of leave will run concurrently.

A domestic partner is (1) a partner who is registered with the County Register of Deeds (registration is limited to same gender partners); (2) partners (not necessarily of the same gender) in a relationship, who submitted an affidavit of domestic partnership to the Department of Employee Trust Funds before September 23, 2017, and who meet the following criteria: (a) Each individual is at least eighteen (18) years old and otherwise competent to enter into a contract; (b) Neither individual is married to or in a domestic partnership with another individual; (c) The two individuals share a common residence; (d) The two individuals are not related by blood in any way that would prohibit marriage under the Wisconsin Code; (e) The two individuals consider themselves to be members of each other’s immediate family; (f) The two individuals agree to be responsible for each other’s basic living expenses.

The employee must provide the Village, within fifteen (15) calendar days of the request for leave, with a Health Care Provider Certification prepared by the treating health care provider of the individual which sets forth the facts surrounding the health condition of the individual and that the employee is needed to care for the person.

Compensatory time which the employee has accrued at the time his/her leave begins may be substituted, or may be required to be substituted, for all or a portion of the otherwise unpaid time. Any paid leave used will not be available later. Extensions of FMLA leave will not be allowed except as provided by the Village’s policies or as required by law.

The employee must provide the Village, within fifteen (15) calendar days of the request for leave, with a Health Care Provider Certification prepared by the treating health care provider of the individual which sets forth the facts surrounding the health condition of the individual and that the employee is needed to care for the person.

VI. *Service Member Family Leave.*

An eligible employee who is the spouse, son, daughter, parent, or next of kin (closest blood relation) of a covered service member with a serious injury or illness shall be entitled to a total of twenty-six (26) workweeks of leave during a twelve (12)-month period to care for the service member. The leave described in this paragraph shall only be available during a single twelve (12)-month period.

During the single twelve (12)-month period, an eligible employee shall be entitled to a combined total of twenty-six (26) workweeks of leave for all purposes identified under the federal FMLA.

The employee must provide the Village, within fifteen (15) calendar days of the request for leave, with a Health Care Provider Certification prepared by the treating health care provider of the individual which sets forth the facts surrounding the health condition of the individual and that the employee is needed to care for the person.

Compensatory time or vacation which the employee has accrued at the time his/her leave begins may be substituted, or may be required to be substituted, for all or a portion of the otherwise unpaid time. Any paid leave used will not be available later. Extensions of FMLA leave will not be allowed except as provided by the Village's policies or as required by law.

VII. Military Exigency Leave

Employees may take FMLA leave for a qualifying exigency related to the employee's spouse, son, daughter, or parent (the "covered military member") being on active duty or call to active-duty status in support of a contingency operation. A member of the Regular Armed Forces is not eligible to take leave because of a qualifying exigency. "Qualifying exigencies" include:

Up to seven days of leave to deal with issues arising from a covered military member's short notice deployment, (which is a deployment with seven or fewer days of notice).

Military events and related activities, such as official ceremonies, programs, or events sponsored by the military, or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the active duty or call to active-duty status of a covered military member.

Qualifying childcare and school activities arising from the active duty or call to active duty status of a covered military member, such as arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate need basis; enrolling or transferring a child to a new school; and attending certain school and daycare meetings if they are necessary due to circumstances arising from the active duty or call to active duty of the covered military member; making or updating financial and legal arrangements to address a covered military member's absence, such as preparing powers of attorney, transferring bank account signature authority, or preparing a will or living trust;

Attending counseling provided by someone other than a health care provider for oneself, the covered military member, or a child of the covered military member, the need for which arises from the active duty or call to active-duty status of the covered military member.

Rest and recuperation leave of up to five days to spend time with a covered military member who is on short-term, temporary, rest and recuperation leave during the period of deployment.

Attending certain post-deployment activities within ninety (90) days of the termination of the covered military member's duty, such as arrival ceremonies, reintegration

briefings, and any other official ceremony or program sponsored by the military, as well as addressing issues arising from the death of a covered military member; and

Any other additional activities that the employer and employee agree is a qualifying exigency which arose out of the covered military member's active duty or call to active-duty status.

VIII. *Notifying the Village of Your Need for Family or Medical Leave.*

In the event an employee will need time off from work under this FMLA policy for a foreseeable event, the Village must be notified, in writing, at least thirty (30) calendar days before the date on which leave is to begin. In the event of an emergency, notice must be provided as soon as practicable but no later than two (2) business days after the FMLA leave begins. The Village has a Request for Leave Form which must be completed to request family or medical leave.

Employees must comply with policies regarding notification of absences. The failure to timely notify the Village of the need for leave may result in the delaying or denial of leave until proper notice is received.

IX. *Health Insurance and other Insurance Benefits.*

The employee may continue to receive health insurance and other insurance benefits while on a family or medical leave. An employee must continue to pay his/her share of all insurance premiums through payroll deduction or by direct payment on the first of the month. Failure to make timely payment may result in loss of insurance. Other employment benefits may also be continued during the family and/or medical leave. An employee must notify the Village of his/her intent to continue insurance coverage while on leave. If an employee fails to return to work or fails to remain at work for a period provided under the law, the Village may recover its portion of the premiums paid for coverage during the leave.

X. *Intermittent Leave.*

Intermittent leave is leave which is taken in multiple blocks of time due to a single qualifying illness or injury, rather than in one continuous period (i.e., leave taken an hour at a time for a doctor's appointment or leave taken several days at a time over a period of months for chemotherapy treatments).

FMLA leave may be taken intermittently or on a reduced leave schedule under the following circumstances: (a) FMLA leave based on the birth or placement of a child for adoption may generally only be taken intermittently or on a reduced leave schedule within the sixteen (16) weeks before or sixteen (16) weeks after the birth or adoption, unless consent is otherwise obtained from the Village; and/or (b) FMLA leave based on the serious health condition of an employee or an employee's child, spouse or parent, or a service member medical leave, may be taken intermittently or on a reduced leave schedule when medically necessary.

If leave is taken intermittently, the employee may be temporarily transferred to another position in the Village.

XI. Additional Medical Certifications.

The Village may request that a patient submit to an independent examination by a health care provider chosen and paid for by the Village. Review by a third health care provider may be required by the Village and paid for by the Village, in the event of differing conclusions from the original and second health care provider certifications. The Village may also request that an employee recertify as to the continuation of the serious health condition at various points in time.

XII. Return to Employment at End of Leave.

At the end of an employee's family or medical leave, the employee will be returned to the position held at the commencement of leave or, if the position is no longer available, to equivalent employment with the Village. The return-to-work entitlement will be no greater than if the employee had continued in employment without the taking of leave. If an employee wants to return to work before leave is scheduled to end, and work is available, the employee must notify the Village at least two (2) working days prior to the desired return date. If the reason for leave was due to the serious health condition of the employee, a Fitness for Duty statement signed by the employee's treating physician must be provided to the Village before the employee returns to work. If a Fitness for Duty statement is not received, the employee's return to work will be delayed until it is received.

XIII. Failure to Meet Policy Requirements.

If an individual fails to meet the requirements of this FMLA Policy, his/her request for family or medical leave may be denied or delayed until the requirements are met and the employee may be subject to disciplinary action.

Forms required under this FMLA policy are available at the Village Hall.

4.03 Healthcare Appointments

Employees should make every effort to avoid scheduling personal appointments, including medical and dental appointments, during working hours. If it is necessary to do so, prior approval for leave time must be obtained from the employee's Department Head (or, in the case of a Department Head, the Village Administrator).

4.04 Holidays

Full-time employees with more than one (1) month of employment will receive payment for such holidays based on their regular rate of pay and hours worked:

- | | |
|-----------------------------|-----------------------------------|
| 1. New Years Day | 6. Thanksgiving Day |
| 2. The Friday before Easter | 7. The Day after Thanksgiving Day |
| 3. Memorial Day | 8. The Day before Christmas |
| 4. Independence Day | 9. Christmas Day |
| 5. Labor Day | 10. The Day before New Year's Day |

Holidays falling on a Saturday will be observed on the preceding workday. Holidays falling on a Sunday will be observed on the following workday.

In addition to the holidays indicated above, full-time Village employees with more than one (1) month of service will receive two (2) personal days of his/her own choosing subject to the express approval of the employee's Department Head (or, in the case of a Department Head, the Village Administrator). Generally, no more than one employee will be permitted to take a personal holiday on the same day.

The Village reserves the right to schedule work on any holiday. However, the Village will endeavor to do so only when necessary to protect or promote the interests of the Village and the public.

4.05 Jury Duty

If a full-time employee receives notification to serve on a jury, the employee must notify his/her Department Head (or, in the case of a Department Head, the Village Administrator), as soon as possible. The Village will grant jury leave, as required by law. On any day when jury duty dismisses prior to the end of the employee's shift, the employee must promptly return to work. An employee who serves on jury duty may be required to provide the Village Administrator proof of the days and times of service.

A full-time employee must remit to the Village all jury service per diem paid to the employee. Any employee who is eligible for jury duty pay may be required to provide proof of the amount of per diem paid.

4.06 Military Leave

The Village will abide by all the provisions of the Uniformed Services Employment and Re-Employment Rights Act (USERRA) and all other applicable federal and state laws and will grant military leave to all eligible full-time and part-time employees. Military leave may be granted to full-time and part-time employees for a period of four years plus a one-year voluntary extension of active duty (five years total) if this is at the request and for the convenience of the United States government.

As with any leave of absence, employees must provide advance notice to their supervisor of their intent to take a military leave and must provide appropriate documentation unless giving such notice is impossible, unreasonable, or precluded by military necessity.

An employee's salary will not continue during a military leave unless required by law. However, employees may request to use any vacation accrued during military leave. Benefit coverage will continue for thirty-one (31) days if employees pay their normal portion of the cost of benefits. For leaves lasting longer than thirty-one (31) days, employees will be eligible to continue health benefits under COBRA and will be required to pay the total cost of their health benefits if they wish to continue benefits.

Upon return from military leave, employees will be reinstated with the same seniority, pay, status, and benefit rights that they would have had if they had worked continuously. Employees must apply for employment within ninety (90) days of discharge from the military. Employees who fail to report for work within the prescribed time after completion of military service will be considered to have voluntarily terminated their employment. If employees are reservists in any branch of the Armed Forces or members of the National Guard, they will be granted time off for military training. Such time off will not be considered vacation time. However, employees may elect to have their reserve duty period be considered as vacation time to the extent they have such time available.

4.07 Sick Leave

Full-time employees are eligible for a total of eight (8) hours of sick leave from work without loss of pay for each full month of employment. Such employees will be credited with sick leave at this rate even if they are absent from work during any given month, but only if the absence (or absences): (1) is an absence (or are absences) for which sick leave is payable and paid; or (2) is (or are) due to an injury or illness which occurred in the course of employment; or (3) for leave covered under the Village's FMLA Policy.

To receive sick pay, the day of absence must be a regularly scheduled workday. To the extent an employee is eligible for sick leave, sick leave is payable for any absence from work due to (1) a non-work-related illness or injury to the employee (work-related illness and injuries generally being subject to the Village's worker's compensation policy) or (2) medical appointments of the employee which cannot be scheduled during non-working hours or (3) sick leave may be taken for an absence covered under the Village's FMLA policy. In other words, sick leave is not intended to be used as an adjunct to vacation, compensatory time, or for "personal days," except as otherwise required by law.

I. Evidence and Notice of Sickness.

Sick leave may not be paid unless the employee who is eligible for such pay has given his/her Department Head prior notice of absence as required under the Village's attendance and punctuality policy. In addition, sick pay will not be paid unless the employee satisfactorily complies with any request by the Village for medical certification of the sickness by a physician and/or other evidence of actual sickness. Regarding any absence exceeding two (2) consecutive days, such proof of sickness will be required before any payment of sick leave is made to the employee; however, in the event abuse of the sick leave policy is suspected, proof of sickness may be required regarding any absence exceeding one (1) day before any payment of sick leave is made to the employee. A pattern of taking sick leave, indicating that sick leave is being used for an impermissible purpose, may result in disciplinary action, up to and including termination. Other provisions of this paragraph aside, sick leave will be paid whenever required by law.

II. Maximum Sick Leave Eligibility and Sick Pay upon Retirement.

Full-time employees may accumulate unused sick leave up to a maximum of 960 hours. Upon retirement from Village employment, in accordance with any provisions of the Wisconsin State Retirement Fund, fifty (50) percent of the value of the accrued sick leave hours, to a maximum of 480 hours based on the last hourly base rate, shall be placed into an account to be used by the retiree or his spouse for medical insurance premiums.

4.08 Vacation Time Policy

Full-time employees will be granted vacation time with pay. The amount of paid vacation time employees receives each anniversary year increases with the length of their employment, according to the following schedule:

VACATION ACCRUAL TABLE – Maximum Accrual 28 Days / 224 Hours					
Service Years	Days / Hours Earned Per Year	Service Years	Days / Hours Earned Per Year	Service Years	Days / Hours Earned Per Year
After 1	11 days / 88 hours	10	20 days / 160 hours	19	24.5 days / 196 hours
2	12 days / 96 hours	11	20.5 days / 164 hours	20	25 days / 200 hours
3	13 days / 104 hours	12	21 days / 168 hours	21	25.5 days / 204 hours
4	14 days / 112 hours	13	21.5 days / 172 hours	22	26 days / 208 hours
5	15 days / 120 hours	14	22 days / 176 hours	23	26.5 days / 212 hours
6	16 days / 128 hours	15	22.5 days / 180 hours	24	27 days / 216 hours
7	17 days / 136 hours	16	23 days / 184 hours	25	27.5 days / 220 hours
8	18 days / 144 hours	17	23.5 days / 188 hours	26	28 days / 224 hours
9	19 days / 152 hours	18	24 days / 192 hours		

An employee will begin to earn vacation time immediately upon employment. The vacation time will be earned during the anniversary year – the date of hire to the anniversary of the date of hire. The days/hours of earned time will be available for use during the subsequent anniversary year.

There may be unusual or extenuating circumstances that will not permit an employee to exhaust all his/her vacation time by the end of his/her anniversary year. In those circumstances, a request to carry over a maximum of five (5) days of earned but unused vacation must have written authorization by the Department Head (or, in the case of a Department Head, the Village Administrator). The vacation time carried over to the succeeding anniversary year must be used within the first ninety (90) days of that anniversary year.

The Village will not permit the “borrowing” of future vacation time. The time allotted for use in any given anniversary year is based on time worked and vacation time earned in the preceding anniversary year. Vacation will not be allowed in increments of less than four (4) hours.

A vacation period for which an employee is eligible must be requested in writing as soon as possible in advance of the requested vacation period. The written request should be submitted to the Department Head (or, in the case of a Department Head, the Village Administrator), who will approve or deny the specific period requested based on the Village's anticipated operational and staffing needs for that period. After a vacation period is approved, approval may be withdrawn under extraordinary circumstances.

An employee who is eligible for more than two weeks of vacation may not take more than two weeks of vacation consecutively, except with the express approval of the Department Head (or, in the case of a Department Head, the Village Administrator.)

The employee may be required to substitute earned vacation time for unpaid leave covered under the Village's FMLA policy. For circumstances not covered under the FMLA policy, eligible vacation time may, with the approval of the Village Administrator, be utilized as sick leave with pay, following the point at which the employee became eligible for the vacation time, or as otherwise provided by law.

4.09 Compensatory Time for Nonexempt Employees

Nonexempt employees shall be allowed to utilize accrued compensatory time off, subject to approval of the Department Head, provided the employee gives advance notice of two (2) working days. The choice of compensatory time credit or pay must be made by the employee when the overtime is worked. Compensatory time off will be allowed to accumulate until the employee has accrued a total of forty (40) hours in a regenerated account. Accumulated compensatory time off must be used in the calendar year in which it is earned, except that compensatory time off earned in November and December each year may be used on or before March 1st of the following year. If accumulated compensatory time off is not used by the dates set forth above, employees will be paid on the first pay period in January of the next year for the

unused time unless extenuating medical or operational reasons exist. Exempt employees are not eligible for compensatory time off.

4.10 Leave without Pay

The Village provides leave without pay (LWOP) to eligible employees who wish to take time off from work duties to fulfill personal obligations. Regular full-time employees are eligible to request LWOP as described in this policy.

As soon as eligible employees become aware of the need for a LWOP absence, they should request a leave from the Village Administrator. Up to sixty (60) days of personal leave may be granted at the sole discretion of the Village Administrator. Any personal leave requested beyond sixty (60) days must be approved by the Village Board. Requests for LWOP will be evaluated based on several factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.

Subject to the terms, conditions, and limitations of the applicable plans, the Village will continue to provide health insurance benefits for the full period of the approved personal leave up to sixty (60) days. Employees granted personal leave beyond sixty (60) days by the Village Board will be responsible for their own health insurance. Vacation, sick leave, and holiday benefits will continue to accrue during the approved personal leave period.

When a LWOP ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, the Village cannot guarantee reinstatement in all cases.

If an employee fails to report to work immediately at the expiration of an approved LWOP, the Village will assume the employee has resigned.

4.11 Employee Recognition Program Policy

The Village values contributions, knowledge, and experience of long-term employees. In appreciation of this dedicated service, the Village recognizes employees as they reach milestone anniversaries of employment. Full-time employees become eligible for a service award in the year in which they complete five, 10, 15, 20, 25, 30, 35 and 40 years of service.

Five years of service - \$25.00	25 years of service - \$125.00
10 years of service - \$50.00	30 years of service - \$150.00
15 years of service - \$75.00	35 years of service - \$175.00
20 years of service - \$100.00	40 years of service - \$200.00

SECTION 4: LEAVE POLICIES

4.01 Bereavement Leave

Each full-time employee of the Village shall have the right upon a death in the family of the employee or spouse to be granted leave of absence as follows:

1. In case of a death of an immediate family member (parent, stepparent, parent-in-law, spouse, child or stepchild, sibling, stepsibling, sibling-in-law, grandparent, or grandchild) or another household member; not to exceed three (3) days.
2. In case of a death of an extended family member (uncle, aunt, nephew, niece, or cousin); not to exceed one (1) day.

Exceptions to the length of leave shall depend upon the circumstances and shall be subject to the approval of the immediate supervisor. In no event will an employee be required to work on the day of the funeral of a family member, as defined herein. If additional time is needed beyond the allowable leave, the employee may use accrued sick leave, vacation, or personal days, to a maximum of two (2) additional days; or request leave without pay to grieve or make funeral arrangements.

All regular part-time employees are eligible to receive prorated benefits:

20 hours/week = up to 4 hours of leave

25 hours/week = up to 5 hours of leave

30 hours/week = up to 6 hours of leave

4.02 Family and Medical Leave (FMLA) Policy

This family and medical leave policy ("FMLA Policy") applies to any employee who requests or takes family and/or medical leave under federal or state law, or both. The Village administers this FMLA policy on a calendar year basis. Both Wisconsin and Federal family and medical leave will run concurrently with each other and concurrently with any other leave which is available to the employee under the Village's policies or collective bargaining agreements, as well as under Federal and Wisconsin law. All or a portion of the period of family and medical leave may be unpaid in certain instances. Leave taken under this FMLA Policy will not be used against an employee in any employment decision, including in the determination of wage increases, promotions, or disciplinary action.

I. Eligibility for Leave.

It is the Village's policy to provide employees with Wisconsin family or medical leave if they have worked for at least fifty-two (52) consecutive weeks and have worked at least 1,000 hours in employment in the twelve (12) month period prior to the time leave begins. Employees will be eligible for Federal family and medical leave if they have worked for at least twelve (12) months and have worked 1,250 hours in employment in the twelve

(12) month period immediately prior to the time leave begins. Employees will only be eligible for the period of leave taken under this Policy which will count toward the leave to which an employee may be entitled under Federal and/or Wisconsin law.

II. Amount of Leave Available.

Employees are generally entitled to unpaid leave for any one or combination of the following reasons:

i. Birth or Placement for Adoption or Foster Care of a Child.

Unpaid leave of up to twelve (12) weeks under Federal law and six (6) weeks of unpaid leave under Wisconsin law, as applicable, may be taken by an eligible employee, upon the birth or placement for adoption or foster care (Federal only) of a child with the employee. Leave may be taken in a block of time or intermittently as permitted by law. In no event, however, may leave be taken on an intermittent basis after sixteen (16) weeks from the birth or adoption. A statement of the anticipated date of birth or date of placement for adoption or foster care must be provided to the Village within fifteen (15) calendar days of requesting leave. Any accrued paid time that the employee may have at the time their leave begins may be substituted, or may be required to be substituted, for all or a portion of the otherwise unpaid leave. The paid time used will not be available later. Extensions of FMLA leave will not be permitted, except as provided by the Village's policies or as required by law.

ii. Serious Health Condition of Employee.

Unpaid leave up to twelve (12) weeks under Federal law and two (2) weeks under Wisconsin law may be taken by an employee in the event he or she experiences a "serious health condition." These periods of leave will run concurrently. A serious health condition will generally occur when the employee receives inpatient care at a hospital, hospice or nursing home or receives outpatient care which requires a schedule of continuing treatment by a health care provider and renders the employee incapable of performing the functions of their position. Medical leave may be taken all at once or in smaller increments as is medically necessary. If leave is taken in smaller increments, the employee may be temporarily transferred to another job in the Village.

The employee must provide the Village, within fifteen (15) calendar days of requesting leave, with a Health Care Provider Certification which is completed by the employee's treating health care provider.

Compensatory time which the employee has accrued at the time their medical leave begins may be substituted or may be required to be substituted to the extent permitted by law, for all or a portion of the otherwise unpaid FMLA leave period. If the leave arises due to a work-related injury, worker's compensation leave will run concurrently with the leave an employee is entitled to under the FMLA, to the extent permitted by law. Any paid leave used will not be available later. Extensions of FMLA leave will not be allowed except as provided by the Village's policies or as required by law.

iii. *Serious Health Condition of a Child, Parent, or Spouse, Domestic Partner, or Parent of Domestic Partner.*

Unpaid leave of up to twelve (12) weeks under Federal law may be taken by an employee to care for a child, spouse, or parent with a “serious health condition” and two (2) weeks of under Wisconsin law may be taken by an employee to care for a child, spouse, parent, domestic partner, or parent of a domestic partner with a “serious health condition” (see preceding paragraphs for definition of “serious health condition”). These periods of leave will run concurrently.

A domestic partner is (1) a partner who is registered with the County Register of Deeds (registration is limited to same gender partners); (2) partners (not necessarily of the same gender) in a relationship, who submitted an affidavit of domestic partnership to the Department of Employee Trust Funds before September 23, 2017, and who meet the following criteria: (a) Each individual is at least eighteen (18) years old and otherwise competent to enter into a contract; (b) Neither individual is married to or in a domestic partnership with another individual; (c) The two individuals share a common residence; (d) The two individuals are not related by blood in any way that would prohibit marriage under the Wisconsin Code; (e) The two individuals consider themselves to be members of each other’s immediate family; (f) The two individuals agree to be responsible for each other’s basic living expenses.

The employee must provide the Village, within fifteen (15) calendar days of the request for leave, with a Health Care Provider Certification prepared by the treating health care provider of the individual which sets forth the facts surrounding the health condition of the individual and that the employee is needed to care for the person.

Compensatory time which the employee has accrued at the time their leave begins may be substituted, or may be required to be substituted, for all or a portion of the otherwise unpaid time. Any paid leave used will not be available later. Extensions of FMLA leave will not be allowed except as provided by the Village’s policies or as required by law.

The employee must provide the Village, within fifteen (15) calendar days of the request for leave, with a Health Care Provider Certification prepared by the treating health care provider of the individual which sets forth the facts surrounding the health condition of the individual and that the employee is needed to care for the person.

iv. *Service Member Family Leave.*

An eligible employee who is the spouse, son, daughter, parent, or next of kin (closest blood relation) of a covered service member with a serious injury or illness shall be entitled to a total of twenty-six (26) workweeks of leave during a twelve (12)-month period to care for the service member. The leave described in this paragraph shall only be available during a single twelve (12)-month period.

During the single twelve (12)-month period, an eligible employee shall be entitled to a combined total of twenty-six (26) workweeks of leave for all purposes identified under the federal FMLA.

The employee must provide the Village, within fifteen (15) calendar days of the request for leave, with a Health Care Provider Certification prepared by the treating health care provider of the individual which sets forth the facts surrounding the health condition of the individual and that the employee is needed to care for the person.

Compensatory time or vacation which the employee has accrued at the time their leave begins may be substituted, or may be required to be substituted, for all or a portion of the otherwise unpaid time. Any paid leave used will not be available later. Extensions of FMLA leave will not be allowed except as provided by the Village's policies or as required by law.

v. *Military Exigency Leave*

Employees may take FMLA leave for a qualifying exigency related to the employee's spouse, son, daughter, or parent (the "covered military member") being on active duty or call to active-duty status in support of a contingency operation. A member of the Regular Armed Forces is not eligible to take leave because of a qualifying exigency. "Qualifying exigencies" include:

Up to seven days of leave to deal with issues arising from a covered military member's short notice deployment, (which is a deployment with seven or fewer days of notice).

Military events and related activities, such as official ceremonies, programs, or events sponsored by the military, or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the active duty or call to active-duty status of a covered military member.

Qualifying childcare and school activities arising from the active duty or call to active duty status of a covered military member, such as arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate need basis; enrolling or transferring a child to a new school; and attending certain school and daycare meetings if they are necessary due to circumstances arising from the active duty or call to active duty of the covered military member; making or updating financial and legal arrangements to address a covered military member's absence, such as preparing powers of attorney, transferring bank account signature authority, or preparing a will or living trust;

Attending counseling provided by someone other than a health care provider for oneself, the covered military member, or a child of the covered military member, the need for which arises from the active duty or call to active-duty status of the covered military member.

Rest and recuperation leave of up to five days to spend time with a covered military member who is on short-term, temporary, rest and recuperation leave during the period of deployment.

Attending certain post-deployment activities within ninety (90) days of the termination of the covered military member's duty, such as arrival ceremonies, reintegration

briefings, and any other official ceremony or program sponsored by the military, as well as addressing issues arising from the death of a covered military member; and

Any other additional activities that the employer and employee agree is a qualifying exigency which arose out of the covered military member's active duty or call to active-duty status.

III. *Notifying the Village of Your Need for Family or Medical Leave.*

In the event an employee will need time off from work under this FMLA policy for a foreseeable event, the Village must be notified, in writing, at least thirty (30) calendar days before the date on which leave is to begin. In the event of an emergency, notice must be provided as soon as practicable but no later than two (2) business days after the FMLA leave begins. The Village has a Request for Leave Form which must be completed to request family or medical leave.

Employees must comply with policies regarding notification of absences. The failure to timely notify the Village of the need for leave may result in the delaying or denial of leave until proper notice is received.

VI. *Health Insurance and other Insurance Benefits.*

The employee may continue to receive health insurance and other insurance benefits while on a family or medical leave. An employee must continue to pay their share of all insurance premiums through payroll deduction or by direct payment on the first of the month. Failure to make timely payment may result in loss of insurance. Other employment benefits may also be continued during the family and/or medical leave. An employee must notify the Village of their intent to continue insurance coverage while on leave. If an employee fails to return to work or fails to remain at work for a period provided under the law, the Village may recover its portion of the premiums paid for coverage during the leave.

V. *Intermittent Leave.*

Intermittent leave is leave which is taken in multiple blocks of time due to a single qualifying illness or injury, rather than in one continuous period (i.e., leave taken an hour at a time for a doctor's appointment or leave taken several days at a time over a period of months for chemotherapy treatments).

FMLA leave may be taken intermittently or on a reduced leave schedule under the following circumstances: (a) FMLA leave based on the birth or placement of a child for adoption may generally only be taken intermittently or on a reduced leave schedule within the sixteen (16) weeks before or sixteen (16) weeks after the birth or adoption, unless consent is otherwise obtained from the Village; and/or (b) FMLA leave based on the serious health condition of an employee or an employee's child, spouse or parent, or a service member medical leave, may be taken intermittently or on a reduced leave schedule when medically necessary.

If leave is taken intermittently, the employee may be temporarily transferred to another position in the Village.

VI. *Additional Medical Certifications.*

The Village may request that a patient submit to an independent examination by a health care provider chosen and paid for by the Village. Review by a third health care provider may be required by the Village and paid for by the Village, in the event of differing conclusions from the original and second health care provider certifications. The Village may also request that an employee recertify as to the continuation of the serious health condition at various points in time.

VII. *Return to Employment at End of Leave.*

At the end of an employee's family or medical leave, the employee will be returned to the position held at the commencement of leave or, if the position is no longer available, to equivalent employment with the Village. The return-to-work entitlement will be no greater than if the employee had continued in employment without the taking of leave. If an employee wants to return to work before leave is scheduled to end, and work is available, the employee must notify the Village at least two (2) working days prior to the desired return date. If the reason for leave was due to the serious health condition of the employee, a Fitness for Duty statement signed by the employee's treating physician must be provided to the Village before the employee returns to work. If a Fitness for Duty statement is not received, the employee's return to work will be delayed until it is received.

VIII. *Failure to Meet Policy Requirements.*

If an individual fails to meet the requirements of this FMLA Policy, their request for family or medical leave may be denied or delayed until the requirements are met, and the employee may be subject to disciplinary action.

Forms required under this FMLA policy are available at the Municipal Complex Administration Office.

4.03 Healthcare Appointments

Employees should make every effort to avoid scheduling personal appointments, including medical and dental appointments, during working hours. If it is necessary to do so, prior approval for leave time must be obtained from the employee's **immediate supervisor**. **If necessary, an employee may use accrued time off for appointments scheduled during working hours.**

4.04 Holidays

Full-time employees ~~with more than one (1) month of employment~~ will receive payment for the following holidays based on their regular rate of pay and hours worked:

- | | |
|-----------------------------|-----------------------------------|
| 1. New Years Day | 6. Thanksgiving Day |
| 2. The Friday before Easter | 7. The Day after Thanksgiving Day |
| 3. Memorial Day | 8. The Day before Christmas |
| 4. Independence Day | 9. Christmas Day |
| 5. Labor Day | 10. The Day before New Year's Day |

Holidays falling on a Saturday will be observed on the preceding workday. Holidays falling on a Sunday will be observed on the following workday.

~~In addition to the holidays indicated above, full-time Village employees with more than one (1) month of service will receive two (2) personal days of their choosing subject to the approval of the employee's immediate supervisor.~~

The Village reserves the right to schedule work on any holiday. However, the Village will endeavor to do so only when necessary to protect or promote the interests of the Village and the public. ~~Exempt employees who work on any holiday may choose a different day off within the same calendar year subject to the approval of the employee's immediate supervisor.~~

~~All regular part-time employees are eligible to receive prorated benefits:~~

~~20 hours/week = up to 4 hours of leave~~

~~25 hours/week = up to 5 hours of leave~~

~~30 hours/week = up to 6 hours of leave~~

4.05 Jury Duty

If an ~~full-time~~ employee receives notification to serve on a jury, the employee must notify their immediate supervisor, as soon as possible. The Village will grant jury leave, as required by law. On any day when jury duty dismisses prior to the end of the employee's shift, the employee must promptly return to work. An employee who serves on jury duty may be required to provide the ~~immediate supervisor~~ proof of the days and times of service.

An ~~full-time~~ employee ~~approved for paid leave~~ must remit to the Village all jury service per diem paid to the employee. Any employee who is eligible for jury duty pay may be required to provide proof of the amount of per diem paid.

4.06 Military Leave

The Village will abide by all the provisions of the Uniformed Services Employment and Re-Employment Rights Act (USERRA) and all other applicable federal and state laws and will grant military leave to all eligible full-time and part-time employees. Military leave may be granted to full-time and part-time employees for a period of four years plus a one-year voluntary extension of active duty (five years total) if this is at the request and for the convenience of the United States government.

As with any leave of absence, employees must provide advance notice to their supervisor of their intent to take a military leave and must provide appropriate documentation unless giving such notice is impossible, unreasonable, or precluded by military necessity.

An employee's salary will not continue during a military leave unless required by law. However, employees may request to use any vacation accrued during military leave. Benefit coverage will continue for thirty-one (31) days if employees pay their normal portion of the cost of benefits. For leaves lasting longer than thirty-one (31) days, employees will be eligible to continue health benefits under COBRA and will be required to pay the total cost of their health benefits if they wish to continue benefits.

Upon return from military leave, employees will be reinstated with the same seniority, pay, status, and benefit rights that they would have had if they had worked continuously. Employees must apply for employment within ninety (90) days of discharge from the military. Employees who fail to report for work within the prescribed time after completion of military service will be considered to have voluntarily terminated their employment. If employees are reservists in any branch of the Armed Forces or members of the National Guard, they will be granted time off for military training. Such time off will not be considered vacation time. However, employees may elect to have their reserve duty period be considered as vacation time to the extent they have such time available.

4.07 Sick Leave

Full-time employees are eligible for a total of eight (8) hours of sick leave from work without loss of pay for each full month of employment. Such employees will be credited with sick leave at this rate even if they are absent from work during any given month, but only if the absence (or absences): (1) is an absence (or are absences) for which sick leave is payable and paid; or (2) is (or are) due to an injury or illness which occurred in the course of employment; or (3) for leave covered under the Village's FMLA Policy.

To receive sick pay, the day of absence must be a regularly scheduled workday. To the extent an employee is eligible for sick leave, sick leave is payable for any absence from work due to (1) a non-work-related illness or injury to the employee **or immediate family member*** or (work-related illness and injuries generally being subject to the Village's worker's compensation policy) or (2) medical appointments of the employee **or immediate family member*** which cannot be scheduled during non-working hours or (3) sick leave may be taken for an absence covered

under the Village's FMLA policy. In other words, sick leave is not intended to be used as an adjunct to vacation, compensatory time, or for "personal days," except as otherwise required by law.

All regular part-time employees are eligible to receive prorated benefits:

20 hours/week = up to 4 hours of leave

25 hours/week = up to 5 hours of leave

30 hours/week = up to 6 hours of leave

*Immediate family member – (parent, stepparent, parent-in-law, spouse, child or stepchild, sibling, stepsibling, sibling-in-law, grandparent, or grandchild) or another household member.

I. Evidence and Notice of Sickness.

Sick leave may not be paid unless the employee who is eligible for such pay has given their immediate supervisor prior notice of absence as required under the Village's attendance and punctuality policy. In addition, sick pay will not be paid unless the employee satisfactorily complies with any request by the Village for medical certification of the sickness by a physician and/or other evidence of actual sickness. Regarding any absence exceeding two (2) consecutive days, such proof of sickness will be required before any payment of sick leave is made to the employee; however, in the event abuse of the sick leave policy is suspected, proof of sickness may be required regarding any absence exceeding one (1) day before any payment of sick leave is made to the employee. A pattern of taking sick leave, indicating that sick leave is being used for an impermissible purpose, may result in disciplinary action, up to and including termination. Other provisions of this paragraph aside, sick leave will be paid whenever required by law.

II. Maximum Sick Leave Eligibility and Sick Pay upon Retirement.

Full-time employees may accumulate unused sick leave up to a maximum of 960 hours. Upon retirement from Village employment, in accordance with any provisions of the Wisconsin State Retirement Fund, fifty (50) percent of the value of the accrued sick leave hours, to a maximum of 480 hours based on the last hourly base rate, shall be placed into an account to be used by the retiree or their spouse for medical insurance premiums.

4.08 Vacation Time Policy

Full-time employees will be granted vacation time with pay. The amount of paid vacation time an employee receives each **calendar** year increases with the length of their employment, according to the following schedule:

VACATION ACCRUAL TABLE – Maximum Accrual 30 Days / 240 Hours					
Service Years	Days / Hours Earned Per Year	Service Years	Days / Hours Earned Per Year	Service Years	Days / Hours Earned Per Year
After 1 month	5 days / 40 hours	7	17 days / 136 hours	14	24 days / 192 hours
1	11 days / 88 hours	8	18 days / 144 hours	15	25 days / 200 hours
2	12 days / 96 hours	9	19 days / 152 hours	16	26 days / 208 hours
3	13 days / 104 hours	10	20 days / 160 hours	17	27 days / 216 hours
4	14 days / 112 hours	11	21 days / 168 hours	18	28 days / 224 hours
5	15 days / 120 hours	12	22 days / 176 hours	19	29 days / 232 hours
6	16 days / 128 hours	13	23 days / 184 hours	20	30 days / 240 hours

All regular part-time employees are eligible to receive prorated benefits:

20 hours/week = up to 4 hours of leave

25 hours/week = up to 5 hours of leave

30 hours/week = up to 6 hours of leave

At the time of hiring, eligible employees may receive credit for the number of years of related service with their previous employer(s) on a 2-1 basis upon the immediate supervisor's determination of total years of applicable experience. Verification could include consultation with the Wisconsin Retirement System, other public pension systems, or private employers. Hiring Manager and/or Village Administrator shall determine what employment counts as verifiable service under this policy. The Village Administrator is authorized to grant an additional five (5) days of vacation to direct reports.

~~An employee will begin to earn vacation time immediately upon employment. The vacation time will be earned during the calendar year – the date of hire to the anniversary of the date of hire. The days/hours of earned time will be available for use during the subsequent anniversary year.~~

There may be ~~unusual or extenuating~~ circumstances that will not permit an employee to exhaust all their vacation time by the end of the **calendar** year. In those circumstances, a request to carry over a maximum of five (5) days of earned but unused vacation must have written

authorization by their immediate supervisor. The vacation time carried over to the succeeding anniversary year must be used within the first ninety (90) days of that **calendar** year.

The Village will not permit the “borrowing” of future vacation time. The time allotted for use in any given **calendar** year is based on time worked and vacation time earned in the preceding **calendar** year.

A vacation period for which an employee is eligible must be requested in writing as soon as possible in advance of the requested vacation period. The written request should be submitted to the immediate supervisor, who will approve or deny the specific period requested based on the Village's anticipated operational and staffing needs for that period. After a vacation period is approved, approval may be revoked under extraordinary circumstances by the immediate supervisor.

An employee who is eligible for more than two weeks of vacation may not take more than two weeks of vacation consecutively, except with the express approval of their immediate supervisor.

The employee may be required to substitute earned vacation time for unpaid leave covered under the Village's FMLA policy. For circumstances not covered under the FMLA policy, eligible vacation time may, with the approval of the Village Administrator, be utilized as sick leave with pay, following the point at which the employee became eligible for the vacation time, or as otherwise provided by law.

4.09 Compensatory Time for Nonexempt Employees

Non-exempt employees shall be allowed to utilize accrued compensatory time off, subject to approval of their immediate supervisor. The choice of compensatory time credit or pay must be made by the employee when the overtime is worked. Compensatory time off will be allowed to accumulate until the employee has accrued a total of forty (40) hours in a regenerated account. Accumulated compensatory time off must be used in the calendar year in which it is earned. If accumulated compensatory time off is not used by the dates set forth above, employees will be paid on the first pay period in January of the next year for the unused time unless extenuating medical or operational reasons exist. Exempt employees are not eligible for compensatory time off.

4.10 Leave without Pay

The Village provides leave without pay (LWOP) to eligible employees who wish to take time off from work duties to fulfill personal obligations. Regular full-time employees are eligible to request LWOP as described in this policy. **The Village of Jackson offers full-time employees the Wisconsin Public Employers Income Continuation Insurance Program. See Section 5.05 Income Continuation Insurance.**

As soon as eligible employees become aware of the need for a LWOP absence, they should request a leave from the Village Administrator. Up to sixty (60) days of personal leave may be

granted at the sole discretion of the Village Administrator. Any personal leave requested beyond sixty (60) days must be approved by the Village Board. Requests for LWOP will be evaluated based on several factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.

Subject to the terms, conditions, and limitations of the applicable plans, the Village will continue to provide insurance benefits for the full period of the approved personal leave up to sixty (60) days. **Employees will be required to prepay any benefit premiums on a monthly basis during their leave.** Employees granted personal leave beyond sixty (60) days by the Village Board will be responsible for their own health insurance. Vacation, sick leave, and holiday benefits will continue to accrue during the approved personal leave period.

When a LWOP ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, the Village cannot guarantee reinstatement in all cases.

If an employee fails to report to work immediately at the expiration of an approved LWOP, the Village will assume the employee has resigned.