



Waukesha Water Utility

SERVING WAUKESHA SINCE 1886

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MEMORANDUM

DATE: July 14, 2016
TO: Daniel S. Duchniak, GM
FROM: Donna Scholl, ASM
RE: Paid Time Off

As you know, Lynn and I have been analyzing our policies regarding paid time off. At this time we would like to solicit input from the Water Commission.

The model we have developed (attached):

- Replaces the conventional vacation and sick leaves with a single bank of time off to be used.
- Manages the Utility's financial risk for paid time off.
- Provides for the accrual of an Extended Leave Bank that can be used with the approval of a physician and/or the General Manager.
- Accrues paid time off with each payroll.
- Provides the staff with the flexibility to use their paid time off to meet their personal needs and recognizes their responsibility to manage that time.

At the Commission meeting, I would like to explain the model in more detail and further explain the benefits of moving in this direction.

After receiving input from the Commission, Lynn and I hope to rewrite the related policies and bring them back to the Commission for approval.

We hope to finish this work by the end of September so that it can be incorporated into the 2017 budget and made effective January 1st.

As always, I would be happy to answer any questions that you might have.

C: Lynne Gomez, AM



WWU
PAID TIME OFF
DRAFT
7/14/16

