

Mayor Chuck Fewell

Board of Works and Public Safety

10 South State St.

Greenfield, IN 46140

Re: City Policy Changes

December 27, 2023

Mayor and Board Members,

 In December of 2023 the Clerk Treasurer’s office officially changed our PTO and Vacation time from days to hours, and because of these changes our employee manual needs to change as well.

 I respectfully request the Board’s approval of the requested changes to the employee manual. Vacation, PTO, and Military Leave will now be based upon hours rather than days.

 Policies effected by the change:

1. 36.141 VACATION LEAVE
2. 36.144 PERSONAL TIME OFF (PTO)
3. 36.145 MILITARY OR RESERVE SERVICE

These changes will became effective 12-23-2023.

Respectfully,

Mitchael W Ripley

Human Resources Director