

**Town of Pleasant Valley**  
**Eau Claire County**  
**Wisconsin**

**Resolution No. 26-16-03**  
**Amending Employee Handbook**

WHEREAS, the Town Board of the Town of Pleasant Valley approved Ordinance 11-15-02 Employee Handbook on December 7, 2011, and

WHEREAS, the Employee Handbook is intended to guide policies and procedures pertaining to Town Employees, it is impossible to predict future situations in the Town and amendments may be appropriate, and

WHEREAS, the Town Board of the Town of Pleasant Valley, being faced with an opportunity that does not fit the Employee Handbook but is viewed to be appropriate for the Town there is the need to amend the handbook so that the decision is consistent with the Employee Handbook, and

WHEREAS, the Town Board of the Town of Pleasant Valley has been provided a copy of the proposed amendments to the Town Of Pleasant Valley Employee Handbook.

See attachment for details.

NOW, therefore the Town Board of the Town of Pleasant Valley does hereby adopt the amendment to “Employee Benefits – Vacation” section of said employee handbook.

Adopted this 13<sup>th</sup> day of January 2025.

Town of Pleasant Valley

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Attest - Clerk

## VACATION

Vacation time shall be accrued according to the following schedule:

After one year – forty (40) hours

After two years – eighty (80) hours

After five years – one hundred twenty (120) hours

After ten years – one hundred forty (140) hours

After fifteen years – one hundred sixty (160) hours

~~After twenty-five years – one hundred sixty (160) hours~~

Accrued vacation hours may be taken subject to scheduling by employer. The accrual of vacation hours can at no time exceed that for which the employee accumulated during the previous year. Vacation exceeding the permitted accumulation will be forfeited. Accrued vacation will be paid for by the employer upon termination unless the employee is terminated for cause or fails to comply with the rule for resignations. An employee receiving Workman's Compensation benefits through the Town will still be able to accumulate vacation hours. The recording of vacation hours will be on a calendar year. Vacation hours between the employees first year anniversary date and January 1st shall be accrued at four (4) hours per month. Employees must work a minimum of fifteen days in one month to accrue vacation hours for that month.

Vacation hours must be taken within the twelve (12) months of being earned. An employee, with administrative approval, will be permitted to carry over forty (40) hours of vacation time; however, the number of vacation hours should never exceed the regular earned hours plus the forty (40) hours during any given twelve (12) month anniversary period of employment. At any time within a calendar year, an employee may request to be paid up to one-half (1/2) of their accrued vacation hours without taking time off. The maximum vacation payout in any calendar year is one-half (1/2) of the accrued vacation on January 1<sup>st</sup> of said year. Any additional vacation hours not taken will be forfeited and not paid.