



Memo

TO: All Full-Time Town Employees

FROM: Randy Wingfield, Town Manager

DATE: March 30, 2020

RE: Annual Leave and PTO Leave Carryover for 2020-2021

Per page 5 of the Employee Handbook under *Statement of Purpose*, the Town Manager may make exceptions to policy in special or unusual situations that would be in the best interest of the Town. Due to the COVID-19 pandemic, I will be making an exception to the annual leave and PTO leave carryover rates at the end of the current 2020 fiscal year. Employees with annual leave or PTO leave balances that exceed the carryover limits will not lose any of their leave at the end of this fiscal year, June 30, 2020. Leave carryover limits will be applicable for next fiscal year, June 30, 2021.