



TOWN OF ALPINE, WYOMING

RESOLUTION 2025-031

**A RESOLUTION TO TRANSITION TO A PAID TIME OFF (PTO) SYSTEM AND
MODIFY EMPLOYEE BENEFIT STRUCTURES FOR ALL FULL-TIME EMPLOYEES
EMPLOYED ON OR BEFORE MAY 5, 2025**

WHEREAS, the Town of Alpine recognizes the need to streamline and modernize its employee benefit policies to improve administrative efficiency, enhance flexibility for employees, and align with current best practices; and

WHEREAS, the Town Council supports a transition from separate vacation and sick leave categories to a unified Paid Time Off (PTO) system;

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE
TOWN OF ALPINE, WYOMING:**

1. Effective August 3, 2025, the Town of Alpine will transition to a Paid Time Off (PTO) system for all **full-time employees employed on or before May 5, 2025**.
2. The following guidelines shall govern the conversion of existing leave balances for these employees:
 - **Vacation Hours:** All accrued vacation hours as of August 3, 2025, shall be converted to PTO on a one-to-one (1:1) basis.
 - **Sick Leave:** All accrued sick leave as of August 3, 2025, shall be processed as follows:
 - Twenty-five percent (25%) shall be converted to PTO.
 - Twenty-five percent (25%) shall be paid to the employee in cash at their regular hourly rate.
 - Fifty percent (50%) shall be forfeited.
3. A one-time grace period will be provided to allow affected employees to carry more than the standard 160 hours of PTO through December 31, 2027. Beginning January 1, 2028, any PTO balance exceeding 160 hours shall be forfeited in accordance with Town policy.

PASSED, APPROVED AND ADOPTED this 15th day of July 2025

VOTE: ___ YES, ___ NO, ___ ABSTAIN, ___ ABSENT

SIGNED:

Eric Green, Mayor of Alpine

ATTEST:

Monica L. Chenault, Town Clerk/Treasurer