

**To:** All Full-Time Employees Employed on or Before May 5, 2025  
**From:** Monica Chenault  
**Subject:** Transition of Vacation and Sick Leave to PTO, and Optional Short-Term Disability Insurance

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Dear Employee,

As part of the Town of Alpine's efforts to streamline and modernize employee benefits, the following changes will take effect **on August 3, 2025**:

**1. Transition to a PTO (Paid Time Off) System**

- All **accrued vacation hours** will be **converted 1:1 to PTO**.
- All **accrued sick leave** will be:
  - **25% converted to PTO**
  - **25% paid in cash** at your regular hourly rate
  - **50% forfeited**
- A one-time grace period will allow you to **carry more than 160 PTO hours** until **December 31, 2027**. After that, the maximum carry-over will be **160 hours**, and excess hours will be forfeited.

**2. Introduction of Voluntary Short-Term Disability (STD) Insurance**

To help replace the income protection previously provided by sick leave, the Town is offering a **voluntary Short-Term Disability insurance policy** to full-time employees:

- The Town will pay **80% of the premium**.
- Employees pay the remaining **20% via payroll deduction**.
- Coverage will provide income protection if you are unable to work due to illness or injury (non-work-related).
- Details on enrollment and coverage will be shared separately.

Please review this information carefully. By signing below, you acknowledge that:

- You understand the transition from vacation/sick leave to PTO
- You understand how your sick leave will be treated
- You are aware of the PTO carry-over grace period ending December 31, 2027
- You have been informed of the option to enroll in STD insurance

**Employee Acknowledgment**

I, \_\_\_\_\_ (print name), acknowledge receipt of this memo and understand the changes to the Town of Alpine's leave and benefits policies as described above and have received a copy of the Employee Policy Manual – updated July 15, 2025.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Administrator Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_