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for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: September 23, 2025

Item Details

Presenter(s): Karmen McGee, Director

Department(s): Human Resources

Requested Motion

Motion to adopt an amendment to the Town's Personnel Policies related to the Administration of the Town's Peak Paid Time Off (PPTO) benefit effective October 1, 2025.

Approval Recommended?

The Personnel Committee of the Apex Town Council met on Thursday, September 18, 2025 and unanimously supported staff's recommendation.

Item Details

In Fiscal Year 2024, the Apex Town Council initiated a new benefit entitled "Peak Paid Time Off". This benefit granted full-time employees who had completed their new hire probationary period with 80 hours of leave per fiscal year to use at their discretion. This time is considered supplemental to the generous leave benefits offered by the Town.

After reviewing how the Peak Paid Time Off benefit was being administered and receiving feedback from staff, the Human Resources Department is recommending a modification. The modification would provide regular employees pro-rated immediate access to the Peak Paid Time Off benefit based on their hire date. The chart below illustrates the recommended distribution.

	July 1 to September 30 Hire Date	October 1 to December 31 Hire Date	January 1 to March 31 Hire Date	April 1 to June 30 Hire Date
Days of Leave	10 days	7 days	5 days	2 days
General, 40-hour employees	80 hours	56 hours	40 hours	16 hours
Police Patrol	84 hours	58.8 hours	42 hours	16.8 hours
Fire Shift	81 hours	56.7 hours	40.5 hours	16.2 hours

This modification will enhance recruitment efforts and provide new employees additional leave sooner.

Attachments

- CN6-A1: Peak Paid Time Off Excerpt and Benefit Explanation

