

**CITY OF CLEWISTON**  
**RESOLUTION NO. 2025-19**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF CLEWISTON, FLORIDA, ESTABLISHING A COMPREHENSIVE PAID TIME OFF (PTO) POLICY FOR FULL-TIME EMPLOYEES, INCLUDING PROVISIONS FOR MAJOR ILLNESS LEAVE, BIRTHDAY PTO, EXTENDED MEDICAL LEAVE, AND A LEAVE DONATION PROGRAM; PROVIDING FOR SEVERABILITY, CONFLICT, AND EFFECTIVE DATE.**

**WHEREAS**, the City of Clewiston is committed to supporting its employees through structured leave policies that promote work-life balance, health, and financial stability during times of personal and family health-related needs; and

**WHEREAS**, the City Commission finds it in the best interest of its employees and operations to implement a consolidated Paid Time Off (PTO) program and associated leave benefits for all regular, full-time City employees; and

**NOW, THEREFORE, BE IT RESOLVED BY THE** City Commission of the City of Clewiston, Florida that:

**SECTION 1. PAID TIME OFF (PTO) POLICY ESTABLISHED-**The City hereby establishes a Paid Time Off (PTO) benefit program for all regular, full-time employees. PTO consolidates annual/vacation leave, personal leave, and sick leave, providing flexibility and income support during times of personal or family need. PTO is accrued bi-weekly based on an eighty (80) hour pay period.

**SECTION 2. MAJOR ILLNESS LEAVE (MIL)-** Major Illness Leave (MIL) shall accumulate at four (4) hours per month for regular, full-time employees and may accumulate up to a maximum of 480 hours. MIL shall be used in accordance with the Family Medical Leave Act (FMLA) and may not be paid out upon separation.

**SECTION 3. LEAVE BUYBACK PROGRAM-** Employees who have completed their introductory period and used at least eighty (80) hours of PTO during the fiscal year may be eligible for a PTO cash-out of up to 80 hours, subject to budget availability and administrative approval.

**SECTION 4. BIRTHDAY PTO DAY-** Employees with at least 90 days of service may receive one (1) additional paid day off during their birth month, known as Birthday PTO. This benefit is non-cumulative and not payable upon separation.

**SECTION 5. EXTENDED MEDICAL LEAVE-**The City Manager, or designee, may approve additional unpaid medical leave beyond FMLA for up to 12 additional weeks, based on departmental need and supporting medical documentation. No accrued leave benefits are earned during this unpaid leave.

**SECTION 6. LEAVE DONATION PROGRAM-** The City hereby authorizes a Leave Donation Program allowing eligible employees to donate accrued leave to colleagues facing serious, non-work-related medical conditions. Participation is voluntary and subject to specific eligibility

criteria outlined in the policy, including exhaustion of all other leave, FMLA qualification, and department head and HR approval.

**SECTION 7. SEPARATION PAYOUT-** Upon separation, employees with at least five (5) years of continuous service who give a minimum of two weeks' notice shall receive a payout of accrued PTO. Employees separating on October 1 shall receive payment for hours carried into the new fiscal year.

**SECTION 8. IMPLEMENTATION-** The Human Resources Department shall be responsible for administering this policy and may issue procedures consistent with this resolution to ensure fair and consistent application.

**SECTION 9.** If any section, sentence, clause or phrase of this ordinance or any part thereof is for any reason found to be invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remainder of this ordinance or any part thereof.

**SECTION 10.** This Resolution shall become effective upon its adoption.

**Commissioner \_\_\_\_\_ offered the foregoing resolution. Commissioner \_\_\_\_\_ seconded the motion, and upon being put to a vote, the vote was as follows:**

	Aye	Nay	Absent
JAMES PITTMAN, MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HILLARY HYSLOPE, VICE MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BARBARA EDMONDS, COMMISSIONER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MALI GARDNER, COMMISSIONER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JAMES WILLIAMS, COMMISSIONER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**PASSED AND APPROVED** by the City Commission of the City of Clewiston this \_\_\_\_ day of \_\_\_\_\_, 2025.

**ATTEST:**

**CITY OF CLEWISTON, FLORIDA**

\_\_\_\_\_  
**Lakisha Burch, City Clerk**

\_\_\_\_\_  
**James Pittman, Mayor**

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**(MUNICIPAL SEAL)**

**APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY**

**By: \_\_\_\_\_**

**Dylan Brandenburg, City Attorney**