



115 West Ventura Avenue, Clewiston, FL 33440

Agenda Item # 8

TO: CITY OF CLEWISTON COMMISSION

FROM: Ashly Sergent, Director of Parks & Recreation and Human Resources

VIA: Danny Williams, City Manager

DATE: April 21, 2025

SUBJECT: Consideration of Resolution No. 2025-19 approving the conversion from Sick and Vacation time to Paid Time-Off (PTO) Policy

Background:

The City of Clewiston HR staff recognizes the need for a more flexible and efficient approach to employee leave management, which is why we are proposing the conversion from traditional sick and vacation time to a Paid Time Off (PTO) system. A PTO system consolidates leave into a single, comprehensive bank, allowing employees greater flexibility in managing their time off based on their individual needs. This modernized approach not only simplifies leave administration but also promotes work-life balance, improving employee morale, productivity, and overall job satisfaction.

Transitioning to PTO also enhances operational efficiency for both employees and the city. Under the current system, managing separate sick and vacation balances can create administrative complexities and challenges in workforce planning. PTO provides a straightforward and transparent structure that reduces administrative burdens while allowing departments to better plan for staffing needs. Furthermore, a PTO system encourages employees to use their leave in a responsible manner, as it eliminates the need to distinguish between sick and vacation time, reducing unscheduled absences and improving overall workforce reliability.

Additionally, adopting a PTO model aligns the City of Clewiston with modern employment practices, making it more competitive in attracting and retaining top talent. Many public and private organizations have moved to PTO structures as they provide employees with greater autonomy over their time off while still ensuring necessary accountability. This shift will not only enhance employee satisfaction but also contribute to a healthier and more engaged workforce, ultimately benefiting city operations and the community we serve.

Recommendation:

Motion to approve **Resolution No. 2025-19** approving the conversion from Sick and Vacation time to Paid-Time-Off (PTO).