

**MOTION AMENDING TOWN OF LANSING EMPLOYEE HANDBOOK, TO
ADDRESS § 802 VACATION LEAVE CARRY-OVER AND PAY-OUT RULES FOR
TOWN EMPLOYEES**

MOTION M25-xx

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Motion to approve the following amendment to § 802 of the Town of Lansing Employee Handbook, entitled “Vacation Leave”, section entitled “Carry-over”, with the effective date of such amendment deemed to be September 18, 2025, with such amended § 802 section “Carry-over”, to now be wholly replaced to read as follows:

802 Vacation Leave

Carry-over and Pay-out – Unused vacation leave, up to a maximum of forty hours, may at the option of the employee, either be carried over into a subsequent calendar year, or they may receive cash payment. Employees must declare their option on or before December 1st of each calendar year. All remaining vacation hours in excess of 40 hours will be automatically paid out on the last paycheck of the calendar year.

The Town Board may provide an exception to this rule in the event of any extraordinary unanticipated circumstances. The Town Board may refer any matter to any then existing Personnel Committee or Human Resources for recommendation. Any exception must be presented to the Town Board and approved no later than the regular December Town Board meeting.