



155 F Road Loxahatchee Groves, FL 33470

**TO:** Town Council of Town of Loxahatchee Groves  
**FROM:** Francine Ramaglia, Town Manager  
**DATE:** December 5, 2023  
**SUBJECT:** Consideration of *Resolution No. 2023-82* amending *Resolution No. 2022-48* regarding employment terms including accrual and carryover of paid time off.

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**Background:**

On August 16, 2022, Town Council adopted Resolution No. 2022-48, reconciling a discrepancy between the accrual and carryover of paid time off (PTO) for employees who were hired prior to January 7, 2020, when the current Human Resources Policy Manual was adopted. The Resolution also directed that those employees be subject to the Town's Human Resources Policy Manual, including the accrual and carryover rates for PTO, as amended from time to time, and consistent with all other employees beginning October 1, 2022. To date, this adjustment in accrual and carryover rates has not been made. As such, the following employees are accruing PTO at the listed rates with a balance as of November 28, 2023:

Name	Bi-Weekly Accrual Rate	Annual Accrual Rate	Total Hours Available
Lakisha Burch	5.539	144	30.19
Larry Peters	5.539	144	19.18
Linda Waddell	5.539	144	44.75

**Recommendations:**

Move that the Town Council adopt *Resolution 2023-82*, amending *Resolution No. 2022-48* regarding PTO accrual and carryover rates for certain employees.