



**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - AGENDA MEMO**

DATE: December 14, 2023	ITEM NO.	SUBJECT: Distribute/Review Revised Employee Handbook
Presented by: Town Administrator /Clerk		

Background

For the Board review, a draft of the revised employee handbook will be distributed for your consideration in January 2024. Primarily, the changes consist of clean up language and added reasons for sick leave.

If you have questions on the modifications, please reach out with questions.