



Town of Upper Marlboro

Town Hall, 14211 School Lane
Upper Marlboro, MD 20772

Tel: (301) 627-6905
Fax: (301) 627-2080

info@uppermarlboromd.gov
www.uppermarlboromd.gov

Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

MEMORANDUM

To: Board of Town Commissioners
From: Kyle Snyder, Town Administrator
Date: Friday June 3rd, 2022
Re: Resolution 2022-11 Employee Handbook Updates

Commissioners,

Resolution 2022-11 is being placed before you for consideration and approval to help clarify certain portions of the Town's Employee Handbook. The first clarification this Resolution makes is when Vacation PTO time is "reset". Employees are only allowed to accrue 240 vacation hours, however the handbook does not clarify when the "use it or lose it" cut off date is. This Resolution clarifies that the cut-off date is December 31st of each year. On Jan 1st, any unused vacation PTO time over the 240 limit will be deleted and the employee will be left with 240hrs.

Another clarification that this resolution makes is it only guarantees vacation PTO requests over 2 days or 16hrs will be granted if it is requested at least two weeks in advance of that date. This allows supervisors time to plan ahead for coverage.