



Finance Committee Agenda Item

Meeting Date: June 23, 2026

Agenda Item: Vacation Carryover

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BACKGROUND

(Enter the who, what when, where, why)

The City's current vacation carryover practice allows employees to automatically carry over up to 40 hours of unused vacation into the following year. Carryover requests exceeding 40 hours require City Manager approval.

Finance Committee requested additional information regarding historical rollover practices and how comparable municipalities address vacation carryover administration.

Approved vacation rollovers for the highest employee rollover balances in recent years were as follows:

2025

- Tanner Stark – 72 hours
- Adam Vander Steeg – 70 hours

2026

- Kelly Freeman – 80 hours
- Jeremiah Thomas – 76 hours
- Ethan Krause – 72 hours

For additional context, municipalities utilize a variety of vacation carryover approaches for employees. The information below was gathered from employee handbooks, personnel policies, or general leave policies:

- Delavan – up to 40 hours may be carried over with approval of the Department Head and HR
- Elkhorn – maximum carryover of 24 PTO hours
- Milton – employees may accumulate up to 240 hours in a leave bank, paid out upon retirement or resignation
- Watertown – carryover of up to five days of vacation; additional carryover requires Mayor approval
- Fitchburg – carryover of up to one week; additional carryover requires City Administrator approval
- Evansville – unused vacation is generally forfeited, though reasonable extensions may be granted by the City Administrator
- Oshkosh – generally, no carryover is permitted unless vacation was canceled at the City's request
- Platteville – employees accrue vacation up to the maximum allowed for their years of service; accrual stops once the maximum is reached

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

N/A

FINANCIAL IMPACT

(If none, state N/A)

None

STAFF COMMENTS

After reviewing the City's current practice and comparison with surrounding municipalities, staff recommend no changes to the current vacation carryover process.

Under the current process:

- Employees may automatically carry over up to 40 hours of vacation annually; and
- Any carryover request exceeding 40 hours requires approval from the City Manager, providing an additional level of review and oversight.
- The policy as written allows for maximum flexibility in cases of emergencies or other unusual circumstances such as Family Medical Leave.

Staff believe the current practice provides reasonable flexibility for operational needs while maintaining administrative oversight for larger rollover balances.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

None
