

All Accounts

EIDE ...8014	\$3,272.00 <small>Previous Day</small>	\$3,272.00 <small>Available</small>
Events ...3017	\$6,793.54 <small>Previous Day</small>	\$6,793.54 <small>Available</small>
Expense Account ...3010	\$79,532.78 <small>Previous Day</small>	\$79,532.78 <small>Available</small>
General ...7017	\$540,707.35 <small>Previous Day</small>	\$532,548.41 <small>Available</small>
K-9 ...2028	\$5,586.17 <small>Previous Day</small>	\$5,586.17 <small>Available</small>
MSA ...2010	\$20,887.54 <small>Previous Day</small>	\$20,887.54 <small>Available</small>
Realty Transfer ...5010	\$397,788.13 <small>Previous Day</small>	\$397,788.13 <small>Available</small>
SALLE ...9014	\$2,990.00 <small>Previous Day</small>	\$2,990.00 <small>Available</small>
V. Crime ...0014	\$24,570.38 <small>Previous Day</small>	\$24,570.38 <small>Available</small>
Water Imp ...4010	\$36,578.25 <small>Previous Day</small>	\$36,578.25 <small>Available</small>

Account Totals

\$ 1,110,547.20

## **Town of Greenwood-Paid Time Off (PTO) Policy**

### **Eligibility:**

All Paid Time Off (PTO) is accrued at the end of each month of service. The time accrued is not eligible until the 1<sup>st</sup> day of the following month for which the PTO was accrued regardless of the hire date. Example: A new full-time Town employee is hired on the April 25<sup>th</sup>. On May 1<sup>st</sup> the full time employee will accrue 12 hours of PTO.

### **Benefit:**

PTO is only eligible to Town of Greenwood employees who are scheduled on a full-time basis. "Full Time" is defined as a Town employee who is scheduled to work or does work at least thirty (30) hours per week Monday through Sunday.

### **Exception:**

As allowed under the Town Charter Section 19. "Town Manager" and Section 22. "Police Force" A Town Manager and Police Chief who are employed with the Town under the terms of an employment contract shall be governed by the terms of the employment contract which may state the same as this policy for PTO and full-time Town employees or be governed by an agreed upon set of terms for PTO outside of this policy. The terms of the employment contract shall be followed as agreed upon and signed by the interested parties.

### **PTO Accrual:**

1-3 years of service-12 hours per month

4-6 years of service-14 hours per month

7 years of service or more-16 hours per month

The maximum carryover amount for Town employees and PTO into a new calendar year is 280 hours. Any hours accrued beyond the 280 are lost and are not paid out by the Town to the full-time employee(s). Any PTO hours accrued in the year are use or lose it once the 280-hour bank is reached.

Any and all unused accrued PTO is paid out to employees who leave Town employment. Payment will occur on the Towns regularly scheduled payday. If the employee leaves after the pay period ends, the Town will make payment on the Town's next regularly scheduled payday.

Example: A full-time Town employee has 100 hours of carry-over PTO and leaves Town employment June 1<sup>st</sup> of the calendar year. The employee had 2 years of service with the Town based on date of hire. The employee took no PTO from January 1st to June 1<sup>st</sup>. The employee earned 72 hours for the calendar year + the 100 hours of carry-over. The employee would receive payment for 172 hours of accrued PTO time at their regular rate of pay.

Any and all unused accrued PTO is not paid out to Town employees who have been terminated from their employment with the Town.

Employees who leave full-time employment with the Town of Greenwood and are hired back at a future date start anew in the Town's PTO Accrual policy. The Town does not recognize past years of service once a separation in employment or break in service has occurred.

### **Un-Paid Leave**

In the event a full-time employee of the Town does not have enough PTO to cover their time off. A full-time employee may request un-paid leave. The request must be 'in writing' to the employees' immediate leadership and properly recorded within the Towns payroll system.

This policy replaces the previous Town Policy sections of Vacation, Unpaid, Sick and Emergency/ Bereavement Leave

May 2026