



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks SECRETARY-TREASURER Michael LaRoque
DISTRICT I Henry Fox DISTRICT II Eugene Sommers DISTRICT III Cheryl "Annie" Jackson

Date: Monday August 29, 2022
To: All WERBC Employees
From: HR Director Mindy Iverson
Re: Policy Number 401 - Personal Time Off (PTO) Updates

On Monday August 29, 2022 the WERBC Tribal Council approved the following updates to be in effect for a period not to exceed (1) one year's time, ending September 30, 2023. **Updates are highlighted in yellow.**

Prior Policy Info:

Page 61 Employee Handbook
Policy 401 – Personal Time Off

"Eligible employees are able to accrue PTO throughout the year, but as of September 30th each year, any hours over the maximum 240 will be forfeited."

Policy Update:

Page 61 Employee Handbook
Policy 401 – Personal Time Off

"Eligible employees are able to able to accrue PTO throughout the" upcoming fiscal year 2022-23, up to a total of 320 hours. Effective September 30, 2023 PTO hours not utilized will be forfeited.

An additional option that an employee may participate in is a PTO Buy Out Option. The WERBC will buy-back PTO hours from employees at a rate of 75% of the value of those hours. This option allows employees to sell back up to 80 hours of PTO at 75% of the value. This option is available up to (2) two times per fiscal year, October 1, 2022 -September 30, 2023. Employees must maintain a bank of 80 PTO hours to cover any unanticipated absences.

Employees who participate in the PTO Buy Out Option will complete the following form (attached and titled PTO Buy Out Form) for the PTO hours to be paid out appropriately. This form must be filled out in its entirety, signed by the employee's immediate supervisor, and sent to Payroll for processing. Payroll will not accept any forms after the date and time that timecards are normally due. Payroll will then verify the PTO balance and adjust the PTO balance or accrual accordingly.

PTO Buy Out Option will be paid out on the following pay period.

Please provide this information to all employees who may not have access to email and post in your departmental areas for quick review.



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PTO Buy Out Form

As a part of the White Earth Business Committee Handbook Policy 401 Personal Time Off (PTO) employees may elect

to sell back up to 80 PTO hours to employer (WERBC). The WERBC will buy-back PTO hours from employees at a rate of 75% of the value of those hours, up to (2) two times per fiscal year 2022-2023.. A balance of 80 hours of PTO must be kept in the employee PTO Accrual account.

Please refer to Policy 401 Personal Time Off Updates (PTO) Memo.

Employee Name _____ Badge Number _____

Department _____ Position _____

of PTO Hours to sell back _____ X Hourly Rate _____ X 75% _____

\$ Amount of PTO Purchase _____

- I am requesting sell back of PTO to White Earth RBC and am aware that 80 hours of PTO leave must be kept in my PTO accrual account.
- PTO hours will be deducted from my PTO balance.
- This option is available up to (2) two times per fiscal year, October – September.

Requestor/Employee Signature & Date _____

Supervisor Signature & Date _____

Please Note:

Supervisor must send to payroll for processing and will be paid on the following pay period.

Payroll will not accept any forms after the date and time that timecards are normally due for the following pay period.