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3 **RESOLUTION: Amend Human Resources Policies to Adopt Paid Time Off (PTO) Plan**

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6 **TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:**

7 **WHEREAS**, Winnebago County has for many years offered its regular employees benefit programs which  
8 include, among other things, vacation, paid holidays, floating holidays, paid sick leave, and funeral leave; and

9 **WHEREAS**, the labor markets have changed nationally and locally, making it more difficult for the county to  
10 attract and retain well-qualified employees, while those seeking positions have an increased level of interest in paid  
11 time off benefits; and

12 **WHEREAS**, the consultant hired by the county earlier this year recommended that the county evaluate and  
13 improve its paid time off benefits to be more competitive in the marketplace, and that benefits be made more  
14 consistent among different groups of employees; and

15 **WHEREAS**, by consolidating current policies regarding vacation, floating holidays, funeral leave, and sick  
16 leave into a combined paid time off (PTO) benefit, employment with the county can be made more attractive to  
17 prospective new employees, while existing employees will be encouraged to stay; and

18 **WHEREAS**, a new set of time off policies has been drafted, following extensive discussion with and feedback  
19 from department heads, managers, employees, and County Board members; and

20 **WHEREAS**, although there may be some impact on employee productivity due to increased paid time off,  
21 there is also expected to be a savings resulting from reduced employee turnover and better staffing levels.

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23 **NOW, THEREFORE, BE IT RESOLVED** by the Winnebago County Board of Supervisors that, effective as of  
24 the end of the day on December 31, 2023, it hereby amends Human Resources Policies 13 – Family and Medical  
25 Leave, 15 – Unpaid Leave and Other Leaves of Absence, 17 – Vacation (to be renamed Paid Time Off (PTO)), 18 –  
26 Holidays, 20 – Income Continuation Benefits, 26 – Layoffs, and 27 – Termination of Employment by replacing those  
27 policies in their entirety with the attached new policies; and that the attached Transition Document is hereby adopted  
28 as a set of temporary policies in place until they expire on December 31, 2024.

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30 *Fiscal Note: There is no budget transfer required.*

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32 Respectfully submitted by:

33 **PERSONNEL AND FINANCE COMMITTEE**

34 Committee Vote: **5-0**

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36 Vote Required for Passage: **Majority of Members Present**

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38 Approved by the Winnebago County Executive this \_\_\_\_ day of \_\_\_\_\_, 2023.

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41 \_\_\_\_\_  
42 Jonathan D. Doemel  
43 Winnebago County Executive