



NOTICE

THE BOARD APPROVED THE FOLLOWING OFFICE OF THE ENGINEER PERSONNEL POLICIES FOR A 15-DAY PUBLIC COMMENT PERIOD STARTING ON August xx, 2025. COMMENTS MUST BE RECEIVED OR POSTMARKED BY 5:00 PM SEPTEMBER 13. THESE DRAFT POLICIES INCLUDE:

- Policy Set 6.4: Types of Leave
- Policy Set 6.6: Employee Benefits; Maximum PTO accrual and carryover limits

Office of the Water Engineer  
of the Flathead Reservation Water Management Board  
Personnel Policies

August 28, 2025

6.4 Types of Leave.....2  
6.6 Paid Time Off (PTO).....2

6.4 Types of Leave

The following constitute the types of leave offered to employees: Paid Holiday Leave, Paid Time Off (Annual and Sick Leave Combined), Paid Administrative Leave, , Family Medical Leave Act Leave, Leave Without Pay (LWOP), Victims of a Crime Leave, Bereavement Leave, and Jury and Witness Duty Leave.

6.6 Paid Time Off (PTO)

Maximum PTO Accrual and Carry-over Limits:

- 1) Employees may carry over 250 or 300 hours of PTO balance each calendar year.. Balances exceeding this amount are considered to be in “excess.” Except as provided in this policy, excess PTO will be forfeited unless used within 120 calendar days after the last day of the calendar year in which the excess leave was earned.
- 1) The employee’s supervisor is responsible for actively managing PTO for all employees by providing reasonable opportunity for an employee to use rather than forfeit accumulated PTO.

- 2) Employees are responsible for making a reasonable written request to use excess PTO during or before the end of the 120-day grace period. The employee's supervisor may approve all, some, or none of the employee's PTO request by written response within five working days from the receipt of the request. If the original request is not approved, the supervisor and the employee may negotiate alternate leave dates.
- 3) If the employee's supervisor denies all or any portion of the written request, the supervisor and the employee must work together to ensure that the employee may use the excess PTO before the end of the 120-day grace period. Any excess PTO not used by the end of the calendar year in which the grace period was extended must be forfeited unless the supervisor and the employee can agree to an excess leave use plan that is formally acknowledged and added to the employee's personnel file and enacted pursuant the terms of the plan.
- 4) If mutually agreeable an employee's supervisor and the employee may agree to pursue a payout of excess PTO in lieu of using leave in circumstances where an employee is at risk of forfeiting PTO due to the maximum accrual policy set forth above. The Engineer will formally request operating budget modifications from the Board to account for PTO payouts before authorizing a payout. The use of vacancy savings and other non-obligated funds does not constitute an operating budget modification; those funds can be used for PTO payouts of excess leave without Board approval. Agreements for excess PTO payouts in lieu of taking leave must be documented in the employee's personnel file and the OE budget.

#### PTO Payouts:

- 1) Excess PTO payouts and PTO balance payouts upon ending employment with the OE will be paid out at 100% of an employee's base rate.