



NOTICE

THE BOARD APPROVED THE FOLLOWING OFFICE OF THE ENGINEER PERSONNEL POLICIES FOR A 15-DAY PUBLIC COMMENT PERIOD STARTING ON **SEPTEMBER 10, 2025**. COMMENTS MUST BE RECEIVED OR POSTMARKED BY **5:00 PM SEPTEMBER 25**. 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

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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, ~~Physical Fitness Leave (PFL)~~, 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 ~~accumulate~~ carry over **250 or 300 hours of** PTO balance each calendar year.s up to two times the eligible accrual rate per year. Balances ~~twice~~ exceeding an employee's annual PTO accrual 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 ~~the 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 ~~during the 120-day grace period.~~
- 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 ~~of excess leave~~ 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 ~~overtime work occurring~~ 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) ~~PTO includes both annual and sick leave combined. For purposes of calculating PTO payout, however, the OE allocates 12 days per year or 96 hours of an employee’s PTO as sick leave, regardless of years of full-time service, which is paid out at 50% of an employee’s base rate. The remaining PTO is paid out at 100% of an employee’s base rate. The table below sets PTO payout rates based on years of full-time service. Determination of years of full-time service is defined in (F) above.~~

OE PTO Payout Rates

Years of Full-Time Service	PTO Hours/Year	Sick — Leave Hours/Year	Annual Hours/Year	PTO Payout Rate (% of Base Pay)
<3 years	208	96	112	76.92%

**2025-09-09 FRWMB DRAFT for Public Comment
2025-09-10 Published for 15-day Notice and Comment**

3 to 6 years	223.6	96	127.6	78.53%
6 to 9 years	249.6	96	153.6	80.77%
9 to 12 years	260	96	164	81.54%
12 to 20 years	275.6	96	179.6	82.58%
>20 years	301.6	96	205.6	84.08%

2)1) Excess PTO payouts and PTO balance payouts Upon upon ending employment with the OE, an employee's hourly balance of unused PTO will be paid out as per this section at 100% of an employee's base rate.