



POLICY

2021-05

TO: Selectboard
FROM: Jessica Morris, Finance Director
RE: Payroll and Time Accruals Policy 2021-05
DATED: June 21, 2021
EFFECTIVE DATE: Immediately

PAYROLL AND TIME ACCRUALS POLICY **Town of Milton**

PURPOSE

This policy establishes the guidelines and process for submitting documentation for Town employees to receive accurate payroll and time accruals.

PROCEDURE

Leave Request Forms

- Individual employees must request leave in advance and complete a leave request form for all leave time. The current leave form should be obtained from Finance.
- Unanticipated leave (e.g. sick, bereavement) must be documented and approved on the leave request form in time to be included with the applicable payroll submission.
- The leave request must be approved, rejected or modified by the employee's department head/supervisor. A department head/supervisor's leave request must be approved by the Town Manager or their designee.

Payroll Input/Timesheet Forms

- Department heads will monitor leave for all direct reports and verify time used is documented correctly on payroll input forms.
- Payroll input forms, with all supporting documentation including timesheets and leave request forms, will be submitted to Finance by 9am Monday each payroll week. The current input forms and timesheets should be obtained from Finance.
- Finance will input payroll and record leave as detailed on the submitted payroll input and leave request forms. This data will be printed on the employees' paycheck stub.
- The Town Manager or their designee will review and sign all payroll input forms and leave request forms.
- The Finance office will retain the original payroll input forms and all supporting documentation.
- Payroll system reports detailing leave balances for each employee will be emailed to department heads and the Town Manager for each payroll.

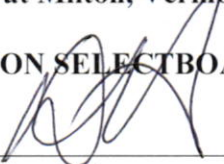
This policy shall amend and replace any provisions of any policy of the Town in effect at the time of enactment, including 05-06:02.

ADOPTION: The Milton Selectboard, acting in regular session on **June 21, 2021** voted in favor of the **Payroll and Time Accruals Policy**, as outlined herein as **Policy 2021-05**.

Further, that this referenced Policy shall be part of the permanent record of the attachment of the same to the Minutes of the aforementioned Meeting.

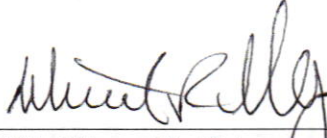
Dated at Milton, Vermont this 21 day of June, 2021

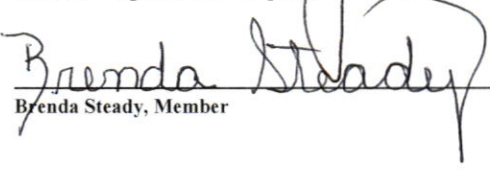
MILTON SELECTBOARD


Darren Adams, Chairperson

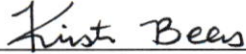

Christopher Taylor, Clerk


John FitzGerald, Member


Michael Morgan, Vice-Chairperson


Brenda Steady, Member

Filed with the Milton Town Clerk's Office this 22nd day of June, 2021

Attest: 
Milton Town Clerk