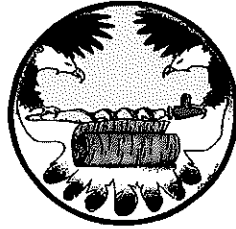


**Little Traverse Bay Bands of Odawa Indians
Tribal Court**



ADMINISTRATIVE ORDER 2019-10-28

**Little Traverse Bay Bands of Odawa Indians
Judicial Branch**

**Employee Handbook Amendment – SECTION II. EMPLOYEE
BENEFITS & COMPENSATION PROGRAM, B. LEAVES OF
ABSENCE 1. c) shall read as follows:**

A maximum of 160 hours of accrued PTO may be carried over from one calendar year to next. Any unused PTO over 160 hours on December 31st will be lost. Earned PTO will be paid to an employee upon leaving the employment of LTBB on the next payroll run following the termination of employment.

The Tribal Judiciary unanimously adopted the Administrative Policy to amend the above-referenced section only on Monday, October 28, 2019.

_____ 10/28/19
Date