



Waganakising Odawak

Little Traverse Bay Bands of Odawa Indians

Regina Gasco-Bentley, Tribal Chairperson

7500 Odawa Circle, Harbor Springs, Michigan 49740

Phone 231-242-1401 Fax 231-242-1411

Tribalchair@ltbbodawa-nsn.gov

Executive Directive # 39 -10232019-01

PTO Carryover

The Little Traverse Bay Bands of Odawa Indians Tribal Constitution adopted February 1, 2005, creates the Executive Branch of the Tribal Government and the Tribal Chairperson is the elected official who exercises executive authority under the Constitution.

Article VIII, Section C, Paragraph 5 places the following responsibilities on the Tribal Chairperson: "To oversee all Tribal Executive departments, boards, commissions and Committees created by the Tribal Council"

Effective Immediately:

In anticipation of the Employee Handbook being updated the following change to the PTO carryover conditions will be effective immediately.

- c) 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.

The Tribal Chairperson authorizes and directs

1. The Accounting Department to do all things necessary to make the increase in PTO carryover increase effective this calendar year.
2. Employees may amend PTO requests if necessary, based upon this new policy since requests may have been approved to utilize PTO to comply with the old 80-hour maximum carryover.
3. All departments shall update policies and office procedures to reflect these Alteration

In the event that any section, or phrase of this Executive Directive is found by a court of competent jurisdiction to violate the Constitution or the laws of the Little Traverse Bay Bands of Odawa Indians, such part shall be considered to stand alone and to be deleted from this Executive Directive, the entirety of the balance of the Executive Directive is to remain in full binding force and effect so long as the overall intent of the Executive Directive remain intact.

This Executive Directive becomes effective Oct 23, 2019 and will remain in effect until rescinded by subsequent Executive Action or Finalization of the Employee handbook.



Regina Gasco- Bentley, Tribal Chairperson