




MEMORANDUM

Date: September 14, 2023

To: Honorable Mayor and City Commissioners

Via: Albert Childress 
City Manager

From: Bridget Flores
Human Resources Director

Subject: **Approval of Excess Leave Payout for Patty McLauchlin**

Introduction

The City Manager respectfully requests approval for excess leave payout to Patty McLauchlin not to exceed a total of 300 combine hours.

Background

The City of Key West Policies and Procedures Manual identifies the maximum payout for a general employee of annual and sick leave upon separation with at least 10 years of service to be 240 hours of annual leave and 720 hours of sick leave for a total of 960 combined hours.

On July 21, 2021, the City of Key West entered a contract with Patty McLauchlin for employment as the Interim City Manager with the provision to follow the general employee policy for leave payout. During Ms. McLauchlin's 40+ years of service to the City of Key West she has donated sick leave to those in need, but still has been unable to reduce her balance to the 720-hour limit. In 2023, Patty McLauchlin donated 80 hours leaving her current sick leave balance at 979 hours and her annual leave balance at 253 hours.

Historically, City Managers for the City of Key West have been paid excess annual and sick leave even though the employment contract did not specify the benefit. Attached are the previous City Manager contracts with the same terminology and amount of paid for annual leave and sick leave at the time of retirement or resignation.

Patty McLauchlin	Sick Leave	969	Annual Leave	253
Greg Veliz	Sick Leave	940	Annual Leave	240
Jim Scholl	Sick Leave	641	Annual Leave	240

Procurement

FY23 budget planned for projected retirements in 2023 to include the payout of sick and annual leave; the authorization to increase the total excess payout amount to 262 hours; if approved, the maximum payout will be \$28,820.

Recommendation

The City Manager recommends the City Commission approval of the excess leave payout for Ms. McLauchlin not to exceed 262 hours of combined sick and annual leave.

Exhibits:

- Exhibit A – Jim Scholl CM Contract
- Exhibit B – Gregory Veliz CM Contract
- Exhibit C – Patty McLauchlin Interim CM Contract
- Exhibit D – Patty McLauchlin CM Contract