

**Little Traverse Bay Bands of Odawa Indians
Tribal Council
7500 Odawa Circle
Harbor Springs MI 49740**

TRIBAL COUNCIL'S LEGISLATIVE DIRECTIVE #082219-01
Amendment to Legislative Branch Operations Governmental Employee
Personnel Policies Handbook #110917-01

In accordance with WOS 2015-019, Administrative Procedures Act, Tribal Council is authorized to use a "Legislative Directive" for operation of the Legislative Branch.

"Legislative Directive" means a directive issued by the Tribal Council that establishes basic internal rules of procedures, or guidelines for Tribal Council or Legislative employees and does not impact Tribal Citizens or entities out-side of the Legislative Branch.

Tribal Council has updated Legislative Branch Operations Governmental Employee Personnel Policies Handbook that reflects the removal of the minimum PTO calculation for payroll.

Tribal Council through this Legislative Directive approves this Amendment to Legislative Branch Operations Governmental Employee Personnel Policies Handbook #110917-01:

Repeal:

SECTION VIII. EMPLOYEE BENEFITS & COMPENSATION PROGRAM

C. Leaves of Absence, 2. g. SECTION VIII. PTO shall be used in increments of no greater than three (3) weeks or no less than one (1) hour. All requests for PTO time shall be submitted via the "*Employee Web Services for Abila*".

Replace:

SECTION VIII. EMPLOYEE BENEFITS & COMPENSATION PROGRAM

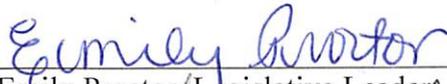
C. Leaves of Absence, 2. g. SECTION VIII. PTO shall be used in increments of no greater than three (3) weeks or no less than 0.25 hours. All requests for PTO time shall be submitted via the "*Employee Web Services for Abila*".

This Legislative Directive becomes effective upon the date of posting to the Little Traverse Bay Bands of Odawa Indians website and will remain in effect until rescinded by a subsequent Legislative Action.

CERTIFICATION

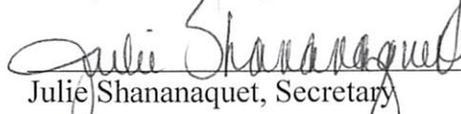
As Tribal Council Legislative Leader and Tribal Council Secretary, we certify that this Legislative Directive was duly approved by the Tribal Council of the Little Traverse Bay Bands of Odawa Indians at a regular meeting of the Tribal Council held August 22, 2019 at which a quorum was present, by a vote of 9 in favor, 0 opposed, 0 abstentions, 0 absent as recorded by this certification as an official action on behalf of Little Traverse Bay Bands of Odawa Indians.

Date: 8/22/19



Emily Proctor, Legislative Leader

Date: 8/22/19



Julie Shananaquet, Secretary

