



Together hope grows.

PAID TIME OFF (PTO) POLICY

People need time off from work for a variety of reasons, including vacation time, illness, and personal reasons. Because every person may allocate their time differently, all paid days off are combined into a system referred to as Paid Time Off (PTO.) Regular full-time or part-time employees are eligible to accrue PTO.

The amount of PTO earned each year depends on the job category and the length of employment. PTO is not earned while on a leave of absence. PTO begins to accrue at the beginning of the first pay period following date of hire. Part-time employees accrue PTO at the proportion of FTE that employee is working.

Accrual Rate for Employees (exempt and non-exempt) working at 1.0 FTE

0 – 1 years of service 120 hours annually 4.615 hours per pay period, maximum accrual 160 hours

1 – 2 years of service 128 hours annually 4.923 hours per pay period, maximum accrual 160 hours

2 – 3 years of service 136 hours annually 5.231 hours per pay period, maximum accrual 160 hours

3 – 4 years of service 144 hours annually 5.548 hours per pay period, maximum accrual 160 hours

4 – 5 years of service 152 hours annually 5.846 hours per pay period, maximum accrual 160 hours

> 5 years of service 160 hours annually 6.154 hours per pay period, maximum accrual 160 hours

Chief Executive Office/CEO – Negotiated at hire.

Employees are encouraged to use their PTO in the year it is accrued. However, if an employee is not able to use his or her accrued PTO, PTO may be carried over year to year, up to a maximum of 20 days (160 hours.) Employees should use these days with discretion as they are also intended to serve as a means of salary continuation for long-term illness or for other extenuating circumstances that may require a lengthy absence. Once an employee reaches his/her maximum accrual, he/she will not accrue additional PTO hours until the balance of the PTO account falls below the maximum accrual. Any earned but unused PTO will be paid out upon separation.

PTO may be taken in half day increments. Every effort will be made to accommodate PTO requests; however, business circumstances may not permit all requests to be honored. Absent extenuating circumstances, all time off must be requested [15] days in advance and should be submitted in writing, except for PTO utilized for sickness. Excessive absences that are not legally protected may result in disciplinary action, up to and including termination.

Adopted: < 2012 Handbook

Amended: November 1, 2017