

Paid Time Off (PTO)

Paid Time Off (PTO) allows you the flexibility to receive pay for time off in order to take vacation, complete personal business, recover from an illness, care for one who is sick, observe religious holidays, etc.

PTO can be scheduled throughout the year. However, both the employee and the supervisor must consider staffing needs in scheduling time off. Your manager reserves the right to limit the number of employees taking PTO at any given time. Employees are to make their requests as soon as possible and discuss them with their supervisor for approval. The Human Resources Dept. will review all field vacation requests and decide if PTO is granted dependent upon workflow needs and the number of requests for that same time period. A 2-week notice is asked of all vacation requests.

PTO will be used in 1/2-hour increments. However, PTO will not count towards hours worked in overtime pay calculations.

There may be occasions when it is necessary to reduce normal staffing because of a lessened workload or for economic or other reasons. Other circumstances may result in a jobsite closure, such as weather conditions. This may result in requiring employees to stay home to accommodate these circumstances. Employees may request to use PTO to cover the reduced work schedule. In some circumstances, employees may be required to use PTO to cover staffing reduction or site closures.

When termination of employment occurs, any unused PTO balance will be paid in cash. PTO may not be used to extend the separation date, and PTO requested during the notice period prior to separation may be denied.

Field Personnel

	Field
1st Year	
Days Earned	None
Accrual Cap	n/a
Maximum Carryover	n/a
Eligible for Safety PTO Bonus	Yes
2nd – 5th Years	
Days Earned	Accrue 0.8 hr per every 40 hrs worked
Accrual Cap	40 hours
Maximum Carryover	80 hours
Eligible for Safety PTO Bonus	Yes
6+ Years	
Days Earned	Accrue 1.6 hrs per every 40 hrs worked
Accrual Cap	80 hours
Maximum Carryover	80 hours
Eligible for Safety PTO Bonus	Yes

** Once an employee has earned the maximum amount of PTO for that calendar year, the accrual will stop and will reactivate again at the beginning of the next calendar year.