

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.

PTO will be used in half-hour increments for all hourly employees and in 2-hour increments for all exempt employees. However, PTO will not count towards hours worked in overtime pay calculations.

PTO is allocated to full-time employees upon employment and at the beginning of each calendar year to be used within the next 12-month period. Eligible part-time employees are entitled to PTO, however, on a pro-rated basis dependent upon the average hours worked per week. All temporary or seasonal employees are ineligible.

| Years of Service | PTO Days |
|---|----------|
| Initial Year of Hire – 1 st Full Calendar Year | 12 Days |
| 2 nd – 3 rd Full Calendar Years | 15 Days |
| 4 th – 5 th Full Calendar Years | 18 Days |
| 6 th – 10 th Full Calendar Years | 20 Days |
| 11 th – 19 th Full Calendar Years | 23 Days |
| 20 th + Calendar Years | 25 Days |

Exempt office employees are individually responsible for monitoring their PTO balance throughout the year. Using more than is allocated will result in non-paid absences and/or disciplinary measures. PTO may not be borrowed.

Any employee wishing to carry over any unused PTO into the new calendar year must submit such a request in writing 30 days prior to the end of the year. Approval must be granted from your supervisor, and all carry-over hours must be used within the first quarter of the upcoming year or be forfeited.

There may be occasions when offices or departments may reduce their normal staffing because of a lessened workload or for economic or other reasons. Other circumstances may result in an office closure, such as weather conditions. This may result in requiring employees to take off to accommodate the circumstances.

For exempt office employees, when termination of employment occurs, any unused PTO balance will not be paid in cash. PTO is **not** a vested benefit and therefore is **not paid** upon separation of employment. For exempt field employees, 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.