

Paid Time Off- (PTO)

Purpose/Policy

PTO allows the Employee to be absent from the workplace when he/she deems it necessary for personal reasons. Employees are expected to use their personal time off responsibly and to maintain a sufficient PTO leave balance to cover unanticipated illnesses or emergencies. Use of PTO should not disrupt program services and should not place an unreasonable burden on other Employees. The granting of PTO is at the discretion of the Employee's immediate Supervisor. PTO (except in the event of an emergency or illness) must be requested in advance and approved prior to its use.

In order to be eligible for PTO leave, an Employee must be hired to work 25 or more hours per week with an anticipated period of employment being 6 months or longer. PTO leave will begin to accrue on the first day of the first full calendar month of employment for full year Employees. Upon resignation or reduction in force, the Employee must work through the last working day of the pay period in order to accrue PTO leave for that pay period. Leave accrues at the end of each pay period. Leave does not accrue on a daily basis and leave cannot be used until it has been accrued. Part year Head Start center Employees will be granted leave of their first workday of the program year or on the first day of employment for new hires.

Procedure

1. Full-time, full-year (12-month continuous paid status) Employees will accrue PTO leave at the rate of 8 hours each completed pay period of employment through the fifth year of employment. For six (6) to fourteen (14) years of continuous employment, the rate increases to 10 hours for each completed pay period of employment. Fifteen years and more (15+) of continuous employment increases the rate to 12 hours for each completed pay period of employment.
2. Part-time, full-year (12-month continuous paid status) Employees working 30-39 hours per week will accrue PTO leave at the rate of 6 hours each completed pay period of employment through the fifth year of employment. For six (6) to fourteen (14) years of continuous employment, the rate increases to 8 hours for each completed pay period of employment. Fifteen years and more (15+) of continuous employment increases the rate to 10 hours for each completed pay period of employment.
3. Employees working 25-29 hours per week will accrue PTO leave at the rate of 5 hours each completed pay period of employment through the fifth year of employment. For six (6) to fourteen (14) years of continuous employment, the rate increases to 7 hours for each completed pay period of employment. Fifteen years and more (15+) of continuous employment increases the rate to 9 hours for each completed pay period of employment.
4. Part-year (less than 12 months' continuous work schedule and paid status) Head Start center staff whose weekly budgeted hours are 35 hours or greater will be granted 48 hours of PTO per program year from zero (0) through five (5) years of continuous employment. 64 hours will be granted for six (6) through fourteen (14) years of continuous employment. 80 hours will be granted for fifteen (15) or more years of continuous employment.
5. Part-year (less than 12 months' continuous work schedule and paid status) Head Start center staff whose weekly budgeted hours are 25-34 hours will be granted 36 hours of PTO per program year from zero (0) through five (5) years of continuous employment. 48 hours will be granted for six (6) through fourteen (14) years of continuous

employment. 60 hours will be granted for fifteen (15) or more years of continuous employment.

6. All part-year Head Start center staff will be granted half of their PTO allowance on their first day after returning from summer break. The other half will be granted on 1/1 of each year.
7. Part-year Head Start staff whose employment starts between 8/1 and 11/1 will be granted 16 hours of PTO if weekly budgeted hours are 35 or more or 12 hours if weekly budgeted hours are between 25-34 to be used during that calendar year. On 1/1 of the next calendar year PTO will follow the same schedule as Part-year Head Start staff who were employed at the beginning of the program year. Part-year Head Start staff whose employment starts between 1/1 and 4/1 will be granted 16 hours if weekly budgeted hours are 35 or more or 12 hours if weekly budgeted hours are between 25-34 to be used during the remainder of that program year.
8. All Employees must submit request to their immediate Supervisor **prior** to taking leave, except in the case of unforeseen emergency or illness. Requests to the immediate Supervisor will be made in advance before extended leave (more than 3 consecutive days) is taken. Early notification allows for advance planning to reduce the burden on co-workers while staff are away, and to minimize the backlog of work when staff returns. Leave may be granted or denied at the discretion of the immediate Supervisor and/or Program Director, depending on program operation and needs. At the discretion of the immediate Supervisor and/or the Program Director, leave may be restricted. Restrictions may include specific requirements as to the use and length of leave. Leave is not considered authorized until the immediate Supervisor approves the request even if sufficient leave balances exist to cover the absence.
9. In order to provide quality program services, consistently meet staff/child ratios, and to provide stability in services to clients, it is necessary that staff utilize leave responsibly. Employees who fail to follow established Procedures for use of leave — or who fails to make responsible use of leave — may, at the discretion of their immediate Supervisor and/or Program Director, be subject to corrective action and/or conditional or restricted leave.
10. In the event of unforeseen emergency or illness, Employees are responsible for contacting their immediate Supervisor as early as possible. Employees should contact their immediate Supervisor personally, except where circumstances exist that prevent Employees from making personal contact with their Supervisor. If the immediate Supervisor cannot be contacted, the Employee should contact the Supervisor's designated backup person. Supervisors may require a doctor's certification in accordance with the FMLA including but not limited to an absence that is more than three (3) days, to certify that an Employee is no longer contagious or to certify that an Employee is physically able to perform his/her job.
11. Leave taken must be accurately reflected on Employee time sheets/activity logs and leave records will be maintained through the payroll system. Wage, non-exempt staff should record leave in no less than 15-minute increments on time sheets. Exempt, salaried staff should record leave in no less than 1-hour increments on activity logs.
12. Deficit PTO balances are not allowed.
13. Paid time off is not counted as hours worked when calculating overtime.
14. Full year, benefit eligible, Employees who have a balance of more than one year's worth of PTO accruals, as defined in the PTO policy, at the end of each fiscal year will be allowed to convert the excess amount into extended sick leave. Employees will be allowed to have a maximum balance of 480 hours of this type of leave.
This type of leave will be available for use under the following conditions:
 - a. Personal illness lasting more than 5 business days.

b. Employees to care for a spouse, parent, biological child, adopted child, foster child, step-child, legal ward, or a child of a person standing in loco parentis (who is under 18 years of age, or 18 years or older and incapable of self-care because of a mental or physical disability) with a serious health condition.

c. Any absence that is designed as FMLA.

G-d. In the event of extenuating circumstances involving the nature of the work of the Agency which prohibits an employee from using PTO, with the consent of the CEO, an employee with PTO in excess of 288 hours and 480 hours of extended sick leave following the annual conversion of PTO to extended sick leave (July), may request to cash in a maximum of 80 hours of PTO. At the time of "cash in" all PTO and extended sick leave in excess of 288 PTO and 480 extended sick leave are divested.

d.e. Extended sick leave is not eligible for pay-out upon resignation or retirement.

15. Full year Employees may carry forward into the new fiscal year one year of PTO accruals. The amount that can be carried over is based on the number of hours an employee is scheduled to work, and years of service. For 0-5 years a maximum of 192 hours can be carried over. For 6-14 years of service a maximum of 240 hours can be carried over. For 15+ years of service a maximum of 288 hours can be carried over. Part year Employees may not carry forward any PTO each program year. The PTO granted for these Employees must be used during the program year in which it was granted.
16. In case of termination by resignation or reduction in force, in accordance with agency policy, accrued leave will be paid in one lump sum with the Employee's last paycheck. In cases of termination by resignation without appropriate notice or termination due to disciplinary action, no leave time will be paid.
17. Upon separation from employment, the maximum amount for accrued but unused PTO paid out to the Employee will be 1 week for Employees with 0-5 years of service, 2 weeks for Employees with 6-14 years and 3 weeks for Employees 15 years or more. A week will equal the positions regularly scheduled, budgeted weekly hour total. Employees who have 25+ years of service and have reached full retirement age (based on Social Security guidelines) will be paid their PTO balance as of the last day worked, not to exceed 288 hours (the maximum one year's accumulated leave).
18. Staff who leave the Organization and return within one year, will be reinstated with their previous rate of PTO accumulation based on the new position's scheduled hours.

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