

THE SOLUTIONS CENTER



PAID TIME OFF (PTO) POLICY

updated 07/20/20

This policy is in place to define paid time off and how it is calculated.

HOW DO I EARN PTO?

Employees can begin utilizing PTO once they have reached 90 days of employment (the 90 day period is counted from the employment start date.)

HOW IS THE AMOUNT OF PTO CALCULATED?

You will earn 1 hour of PTO for every 40 hours worked. Hours begin to accrue on the first day of your employment.

WHAT KINDS OF ABSENCES AND TIME OFF ARE COUNTED INTO PAID TIME OFF?

Paid time off is defined as time you are not performing your work duties and are compensated for that time. Pre scheduled time off is defined as time off you have put in a written request for and received management approval. Un-scheduled time off is defined as time off that you did not put in a pre request for, but had written absence documentation. Types of allowable absences that qualify for PTO are: pre scheduled vacation time, excused sick days, other excused absences such as bereavement, medical emergencies, or other documented excused absences.

HOW DO I APPLY FOR PAID TIME OFF?

For pre scheduled time off you may file an absence request noting the days you are requesting off and that you would like to use PTO hours for those days off. The time off requests should be received no later than 2 weeks from the beginning date of your absence. You will receive approval or denial of the request from management. To apply for unscheduled time off you should fill out an absence request form, noting the days of the absence, number of PTO hours requested, and attach proof of the absence to the form. PTO may not be used for days the company is closed including certain holidays (Thanksgiving, Christmas, etc...)

HOW ARE THE PTO HOURS ISSUED CALCULATED?

Your hours are calculated based on the average amount of hours you work in a day. To determine the average amount of hours you work in a day we will look at a 4 week period. If you work an average of 30 hours per week your Paid Time Off would be for 6 hours per day. If you work an average of 40 hours per week your Paid Time Off would be for 8 hours each day.

WHAT ABOUT HALF DAYS?

You can only use PTO for full day absences.

WHAT HAPPENS AFTER YOU USE ALL OF YOUR TIME OFF?

You will not be paid for any additional time off as you have maxed out all of your time off.

WHAT IF YOU DO NOT USE ALL OF YOUR PAID TIME OFF?

Remaining paid time off will roll over to the following employment year at 75% of the total remaining hours.

Example: if you have 10 hours of PTO remaining at the end of the year 7.5 hours would roll over to the following year.

WHAT HAPPENS IF MY EMPLOYMENT IS TERMINATED OR I QUIT?

If, for any reason, your employment is terminated or you quit you will not be allowed to "cash out" any remaining PTO hours you have. Once you are terminated your PTO bank will reset and you will lose credit for all hours. If you are terminated for any reason and are rehired any length of time later you will begin earning PTO hours after you have completed a probationary 90-day period assuming you have already completed 1 year of employment prior to your previous termination. Your PTO hours reset upon termination so your "hour bank" will not carry over when you are rehired.

WHAT IS FMLA?

FMLA is the Family and Medical Leave Act. Eligible employees can take up to 12 weeks of unpaid leave in a 12 month period.

In order to qualify as eligible, an employee must have been employed for at least 12 months and worked at least 1,250 hours during those 12 months. If you have health insurance your benefits will be maintained while you are on leave. You will be responsible for paying your portion of those benefits as normal. You may not use your PTO for FMLA.

Leaves are permitted for the following reasons only:

- Birth of a child to the employee and in order to care for that son or daughter.
- Placement of a child with the employee for adoption or foster care.
- Need to care for a spouse, child or parent, if that spouse, child or parent has a serious health condition.
- Serious health condition that makes the employee unable to perform his or her job.