 Paid Time Off Policy

Reviewed/Revised Date:

August 9, 2022

Approved by: Administrative Council

Responsible Official: HR

**PTO Accrual for 12-month employees:**

* Paid Time Off (PTO) combines vacation days, personal days, and sick days and can be viewed and tracked through Paylocity, Donnelly’s payroll system.
* Accrual of PTO hours is per pay period and starts with the employee’s first paycheck. There are 26 paychecks each year. PTO accrues to a maximum of 240 hours.
* After 240 hours have accrued, PTO accrual per pay period stops and resumes after the employee’s total PTO hours drop below 240.
* All exempt and non-exempt employees will accrue PTO according to years of service based on the schedule below:

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| --- | --- | --- |
| **Years of Service** | **PTO Per Year Accumulation** | **PTO Accrual**  **Per Paycheck** |
| 0-2 years | 17 days per year | 5.23 hours |
| 3-5 years | 21 days per year | 6.46 hours |
| 6-10 years | 25 days per year | 7.69 hours |
| 11 years+ | 30 days per year | 9.23 hours |

**PTO Accrual for Part-time, 12-month employees:**

12-month regularly scheduled part-time employees earn PTO according to years of service. Hours are prorated based on a 40-hour week and the number of regular scheduled hours the employee is assigned to work per week.

For example -

· If a new part-time person was assigned to work 20 hours a week as their regular schedule, 50% of a 40-hour week, their prorated PTO would be 50% of 5.23 or 2.62 hours per paycheck.

· If a new part-time person was assigned to work 15 hours a week 37.5% of a 40-hour week, their prorated PTO would be 37.5% of 5.23 or 1.96 hours per paycheck. Part-time employees must use PTO in hourly increments up to a maximum of the same number of hours per day that they would normally work on that day.

The PTO policy does not include the paid holidays:

|  |  |
| --- | --- |
| Paid Holidays  New Year’s Day | 1 |
| MLK | 1 |
| Spring Break | 3-5 |
| Easter | 1-2 |
| Memorial Day | 1 |
| July 4 | 1 |
| Labor Day | 1 |
| Thanksgiving | 3 |
| Christmas Break | TBD |
|  |  |

**Bereavement or Emergency Leave**

All employees are eligible for Emergency Leave. Emergency leave can be used for employee absence necessitated by death in the immediate family (parents, stepparents, siblings, spouse, children, stepchildren, foster children, in-laws, sibling in-laws, grandparents, great grandparents, step-great grandparents, grandchildren, aunts, uncles, nieces, and nephews), illness in the family requiring the employee's presence, and other legitimate instances to be determined by the President.

Up to Three (3) days bereavement or emergency leave will be granted per year, PTO leave could then be used if the leave needs to be extended and there is supervisor approval. An obituary, death certificate or physician’s statement should be submitted to Human Resources.

**PTO Usage**

* PTO is required to be approved by the employee’s supervisor with advanced notice from the employee. Two weeks advance notice is a recommended minimum.
* The supervisor can deny approving PTO requests due to work requirements in the department. An alternative PTO leave should be considered at this time.
* The employee should notify the supervisor within 24 hours of illness that requires time off.
* Non-exempt, Hourly employees may take PTO in hourly increments.
* Exempt, Salary employees may take PTO in either half day/4-hour or full day/8-hour increments.
* Employees cannot go negative in their PTO account, except for new employees during their 90-day introductory period, with supervisor approval. During a new hire’s 90-day introductory period, PTO can be approved on a case-by case basis by the supervisor.
* Employees are required to request Jury Duty leave in Paylocity and inform their supervisor. A copy of the letter from the county should be sent to Human Resources. Jury duty leave will not be charged against PTO.
* Upon departure from Donnelly, employees will be paid 30% of their total remaining PTO hours through their last day of work if they have given at least 14 days’ advanced written resignation notice to their supervisor. Employees are not allowed to use more than 2 days of PTO leave after giving resignation notice to their supervisor.

**Policy Transition Plan**

* Donnelly’s PTO policy began January 1, 2021.
* Employees accrued sick days, vacation days, and personal days were rolled over into PTO on December 31, 2020. The PTO accrued maximum of 240 hours was waived for the 2021 transition year only.