 Paid Time Off Policy

Reviewed/Revised Date: Dec 2021

Approved by: Administrative Council

Responsible Official: HR

**This policy pertains to 12-month full-time employees only.**

**PTO Accrual**

* 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:

|  |  |  |
| --- | --- | --- |
| **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 |

The PTO policy does not include the three emergency days (e.g. snow days) and the paid holidays.

|  |  |
| --- | --- |
|  Paid HolidaysNew 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  | 8 |

**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, with the exception of new employees during their 90-day probationary period, with supervisor approval. During a new hire’s 90-day probationary 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.