

## Amended Paid Time Off Policy

All “regular” FT (full-time) employees are eligible for PTO (paid time off). The PTO amount is determined based on job category and length of consecutive service (see table below).

One half of the total year’s PTO is allotted to employees every six months, on 7/1 and 1/1.

Years of Service	Non-Exempt Employees Allotted Vacation Days per year	Exempt Employees Allotted Vacation Days per year	Senior/Executive Management Allotted Vacation Days per year
1-2 years	10 days	13 days	20 days
3-5 years	15 days	18 days	22 days
6-10 years	20 days	23 days	25 days
11 and over	25 days	28 days	28 days

To request time off, requests must be made via the “request time off” function in the electronic timesheet/payroll system. The category type can be VACATION or PERSONAL and will be deducted from the PTO balance.

Scheduled time off for vacation and other personal needs must be requested a minimum of two weeks in advance and will be approved at the discretion of the Supervisor and Program Director based on program needs.

Requests for paid time off should be for no less than a unit of one-half day (3.5 hours).

For approval of paid time off, the number of days requested must be equal to or less than the PTO balance. If the requested number of days is higher than the PTO balance, written approval from the Human Resources Department will be required.

Supervisors, at their discretion, may request evidence of illness or emergency in the event of unplanned absences. Excessive use of unplanned time off or a pattern of abuse will be subject to scrutiny and disciplinary action.

Additionally, regular FT employees are also frontloaded with **13 paid HOLIDAYS** at the beginning of the fiscal year. If your scheduled day off lands on a day that the company deems a holiday or if you work on a holiday, you may use that holiday on another day within the next two pay periods. This request must be made via the “request time off” function in the electronic timesheet/payroll system using category type HOLIDAY and will be deducted from the HOLIDAY balance.

Regular FT employees that are new hires will receive PTO and HOLIDAY time by frontloading the balance with a prorated amount based on their start date.

PTO hours, which consists of VACATION or PERSONAL time, does not count towards an employee’s OT calculation. If an employee works 42 hours in one week (35 regular hours and 7 PERSONAL hours), the employee will receive 35 hours of pay and no OT hours. The 7 hours of PERSONAL time will be returned to their PTO balance for future use.

HOLIDAY time does count towards an employee’s OT calculation. If an employee works 42 hours in one week (35 regular hours and 7 HOLIDAY hours), the employee will receive 35 hours of pay 5 hours of OT at regular rate and 2 hours of OT at the time and a half rate. The 7 hours of HOLIDAY time will be deducted from the HOLIDAY balance. Please note that you can use your HOLIDAY hours within two pay periods of the actual holiday; however, the request must go through ADP.

Please note regular FT employee’s unused time may not be carried over from one fiscal year to the next (except in extenuating circumstances approved by CFO), nor will it be paid out at the time of separation from the agency. Employees may not use unused time in lieu of final two weeks before resignation date. An employee’s actual last day of work becomes his/her termination date. Unused PTO, or HOLIDAY time cannot be used to extend actual employment time.