

## **410-03 PAID TIME OFF (PTO)—PROCEDURAL GUIDELINES**

### **1. PURPOSE**

The College offers a Paid Time Off (PTO) plan for the purpose of providing employees the opportunity to take time off from work without loss of compensation. The PTO program is an inclusive time off program intended for use in connection with vacation, illness, doctor visits, personal business, family care, emergencies and other needs which may require time off from work. PTO does not cover scheduled holidays and other paid leaves.

### **2. PROCEDURE**

This procedure is effective July 1, 2009, and supersedes the vacation, and personal leave procedures previously outlined in personnel policy manual and any other documents previously published, but not specified herein.

#### **Eligibility**

All benefit eligible employees working at least 1560 hours (or three-quarter time or more) in a fiscal year are eligible to accrue PTO leave. Eligible employees working less than 2080 (full-time) hours per year will accrue PTO on a pro-rated basis. PTO will not be accrued during unpaid leaves of absence.

<b>Admin/Professional</b>	
32 Days Per Year	

<b>Classified Staff</b>	
0-2 Years of Service	21 Days Year
Beginning year 3 through completion of year 4	26 Days Year
Beginning year 5+	32 Days Year

#### **Pro-Rating of PTO**

Computation of earned vacation days is based upon a full-time, eight-hour day, and a 40-hour week. Eligible employees, working 30 hours or more per week, but less than 40, or eligible employees working less than 12 months, shall have their vacation accrual rate prorated based on their work schedule.

#### **Non-Accrual of PTO**

An eligible employee does not earn PTO during a period in which the employee is:

1. Within a period of an approved leave of absence without pay.
2. Within a period of an approved sabbatical leave.
3. Within a period of extended military leave.
4. Otherwise on unpaid status.

### **Carry Forward of PTO**

Employees are encouraged to use their PTO each year rather than accumulate the time. Unused PTO may be carried past June 30<sup>th</sup> of each year, but no individual may carry forward more PTO time than two times his/her maximum accrual for the year. Any excess unused PTO will be converted to the Compassionate Leave Bank.

At the end of each calendar year, any unused vacation time in excess of two times the annual accrual rate will be forfeited.

### **PTO Leave Upon Termination**

In the event an employee either terminates employment, or otherwise reverts to an employee status that is not eligible for PTO, the employee will be paid a lump sum amount for accumulated PTO time at the employee's compensation rate at the time of the termination or transfer to a non-eligible position not to exceed one year of accrual.

<b>Consecutive Service</b>	<b>Amount Paid Upon Termination</b>
1 year completion through 5 years	25%
Beginning year 6 through completion of 10 years	50%
Beginning year 11 through completion of 15 years	75%
Beginning year 16 +	100%

At no time can the maximum PTO paid exceed one year of accrual. The effective termination date, except in the case of leave of absence, shall be the last day the employee physically works on the job.

### **Reinstatement of PTO**

If a classified benefit eligible staff employee is rehired within 12 months after termination, the employee is eligible to continue to accrue vacation at the rate that the employee was accruing at the time of termination.

### **PTO Time Charges**

1. Non-exempt employees will report PTO in increments of 15 minutes.
2. Exempt employees will report PTO for periods of time of one hour in duration. However, if the exempt employee is physically at work for a portion of their number of hours associated with their FTE for that workweek, they do not need to claim PTO. This standard encourages flexibility for exempt employees who work in excess of 40 hours per week in a given workweek.
3. If an employee is on PTO status during a College closure, emergency leave will only be granted if the emergency directly disrupts the employee's PTO. Otherwise, the PTO status will be continued.
4. Holidays falling within a PTO period will be treated as holidays and therefore not charged to PTO.
5. PTO shall not exceed the available leave balance. Employees will not be authorized to receive such pay which exceeds the number of hours available.

An employee will be placed on an unpaid status when the PTO balance is exhausted.

6. Payment for PTO approved and taken is made at the employee's straight-time rate of pay for the time within the regularly scheduled work period.

### **Scheduling of PTO**

Employees must request leave and obtain approval in advance of the leave. Scheduling and authorization of PTO will be the responsibility of the appropriate administrator/supervisor. While PTO will be granted whenever possible to satisfy individual requests, continuity of operations must be maintained. Consequently, vacations must be requested and may be approved in accordance with the requirements of the College for the employee's services.

When PTO is used to cover an illness, injury, or other health related issue, it should be approved in advance when possible. A Leave Request Form must be completed and forwarded to the supervisor within three working days after return from the illness/injury/health related issue.

Employees unable to obtain approval for absences in advance because of unanticipated problems or reasons must contact their supervisors as soon as is reasonably possible. It is preferable that they contact be made before the start of the employee's work shift.

### **Conditions of Usage**

Employees may be granted PTO for vacation or when they are unable to perform their duties because of illness, injury, or any other health-related issue, personal business, emergencies or other needs which may require time off from work.

PTO may be granted to an employee whose absence is due to illness, injury or other health related issue within the employee's immediate family or household. Immediate family is defined as a parent, parent-in-law, brother, sister, spouse, child, grandparent or any other relative who is a permanent member of the employee's household. A parent is defined as a natural parent, step parent, adoptive parent, or surrogate parent (a person who raised the employee as his/her child). A child is defined as a natural child, adoptive child, foster child, or stepchild.

For absences in excess of three days because of illness, injury, or other health-related issue, the employee may be required to furnish the College with a written statement from a physician certifying that the employee was unable to work during the period of absence. Further, the physician must also certify that the employee is able to return to work. In the event the supervisor exercises this option, the employee will not be permitted to return to work without this physician's statement.

If there is reason to believe that PTO is being abused due to an illness/injury/health related issue, the employee may also be requested to provide the College a written statement from a physician, as detailed in the previous paragraph.

Those employees who have a sick leave reserve (SLR) account may use those hours only for FMLA, illness, injury or a health related issues.

### **Restrictions on Use of PTO**

As permitted by law, PTO shall not be granted for absence due to any of the following:

1. Disability arising from any sickness or injury purposely self-inflicted or caused by the employee's willful misconduct.
2. Sickness or disability while on layoff status, or leave of absence without pay. A written statement may be required to verify such an illness or injury.

### **Payment for Unused Sick Leave Reserve**

SLR balances may be paid upon termination of employment or approved retirement based on the following conditions:

1. Employees hired prior to July 1, 2009, and who have 10 years of service with the College, shall be paid for unused sick leave up to a maximum of 75 days, (600 hours) or \$5,000, whichever is less. Employees shall be paid at their hourly rate as of June 30, 2009.
2. Employees hired prior to January 1, 1996, shall be paid at their hourly rate as of June 30, 2009, based on the following rules:
  - a. Upon 10 years of service 50% of unused accrued SLR up to a maximum of one year will be paid. For the purpose of this procedure a year is defined as 260 days or 2,080 hours.
  - b. Upon normal retirement after 55 years of age or as defined by the Arizona State Retirement System 100% of unused accrued SLR up to a maximum of one year will be paid.
  - c. SLR pay as defined above will only be paid if the employee is in good standing.

### **3. BACKGROUND**

1. References: none
2. Revision history 05/13/2009, 06/22/2011
3. Legal Review: none
4. Sponsor: Human Resources

Guidelines effective: 05/13/2009, revised 06/22/2011

**COCONINO COMMUNITY COLLEGE**