

Personnel Policy Amendment A
Paid Time Off (PTO) effective January 1, 2018 and other leaves

PURPOSE

The City of Essexville believes that employees should have opportunities to enjoy time away from work to help balance their lives. The City recognizes that employees have diverse needs for time off from work and has established this paid time off (PTO) policy to meet those needs. The benefit of PTO is that it promotes a flexible approach to time off. Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserves if there is a need to cover vacation, illness or disability, appointments, emergencies or any other situations that require time off from work.

ELIGIBILITY

PTO is made available to employees upon hire or transfer into a benefits-eligible position based on the following schedule or the schedules stipulated within the specific Labor Contracts. Eligible employees must be scheduled to work at least 40 hours per week on a regular basis. Employees working less than 40 hours per week on a regular basis, on-call and temporary employees are not eligible to receive PTO.

PTO ALLOWANCE TABLE

Length of Service	Vacation (thru 2017)	Sick (thru 2017)	Personal (thru 2017)	Birthday (thru 2017)	PTO (Policy 2018)
Hire	0 days	Prorated from the date of hire based on 10 days (80 hours) per year	5 days (40 hours)	1 day (8 hours)	48 hours + prorated time from the date of hire based on 80 hours per year.
1 year	5 days (40 hours)	10 days (80 hours)	5 days (40 hours)	1 day (8 hours)	168 hours
2 years	10 days (80 hours)	10 days (80 hours)	5 days (40 hours)	1 day (8 hours)	208 hours
5 years	15 days (120 hours)	10 days (80 hours)	5 days (40 hours)	1 day (8 hours)	248 hours
10 years	20 days (160 hours)	10 days (80 hours)	5 days (40 hours)	1 day (8 hours)	288 hours
16 years	21 days (168 hours)	10 days (80 hours)	5 days (40 hours)	1 day (8 hours)	296 hours
17 years	22 days (176 hours)	10 days (80 hours)	5 days (40 hours)	1 day (8 hours)	304 hours
18 years	23 days (184 hours)	10 days (80 hours)	5 days (40 hours)	1 day (8 hours)	312 hours
19 years	24 days (192 hours)	10 days (80 hours)	5 days (40 hours)	1 day (8 hours)	320 hours
20 years +	25 days (200 hours)	10 days (80 hours)	5 days (40 hours)	1 day (8 hours)	328 hours

USE AND SCHEDULING OF PTO

Employees are required to use available PTO when taking time off from work with the exception of a company-required absence as approved by the employee's supervisor or the City Manager. PTO may be taken in 1-hour increments. PTO may not be used for missed time because of employee tardiness, except during inclement weather.

Whenever possible, PTO must be scheduled in advance. Time off should be scheduled with one (1) week notice for two or fewer days out of the office and two (2) weeks' notice for extended time away. PTO is subject to supervisory approval, department staffing needs and established departmental procedures.

Unscheduled absences will be monitored. An employee will be counseled when the frequency of unscheduled absences adversely affects the operations of the department. The supervisor may request that the employee provide a statement from a health care provider concerning the justification for an unscheduled absence. Labor Contracts may specify a certain number of emergent call offs per year for the purpose of meeting shift requirements with minimum overtime.

If a paid holiday occurs when PTO is scheduled by an employee, the employee is not required to take PTO to cover the holiday. Labor Contracts may specify differently in order to fairly assign holiday shifts.

An employee's birthday shall be celebrated by the employee on one of his or her regularly scheduled workdays by using PTO as it is included in the PTO Allowance Table. The City and Department shall arrange said time off in keeping with the efficient operation of the department.

When PTO is used, an employee is required to request payment of PTO hours according to his or her regularly scheduled workday. For example, if an employee works an 8-hour day, he or she would request 8 hours of PTO when taking that day off. Likewise, when an employee works a 12-hour day, he or she would request 12 hours of PTO. PTO is paid at the employee's straight time rate. PTO is never paid at an overtime rate.

Employees may not borrow against their PTO banks; therefore, no advance leave without adequate PTO banked will be granted.

ANNUAL PAYOUT OF PTO

The first pay period in December of each year, employees may choose to take a payout of a maximum of 80 hours of PTO. With prior City Manager approval, employees may elect to be paid out for the 80 hours of PTO during the first pay period of the following January instead. Labor Contracts may require the latter.

ANNUAL CARRYOVER OR PTO

At the end of each calendar year, employees may carry over up to 80 hours of PTO to the new year. Employees must use the PTO no later than June 30th of the current year to ensure that time off is attributed to the appropriate fiscal year for accounting purposes. Labor Contracts may specify this carryover differently and supersede the Personnel Policy.

PTO PAYOUT UPON TERMINATION OF EMPLOYMENT

When an employee is laid off for lack of work or quits with at least two (2) weeks' notice, he or she will be paid for any unused portion of the PTO remaining in his or her PTO Bank from the prior year and a prorated amount of PTO for the current year.

If an employee is terminated for cause or quits without giving the required notice, no PTO payout will be allowed.

If an employee retires, the employee will be paid for any unused portion of the PTO remaining in his or her PTO Bank from the prior year and a prorated amount of PTO for the current year.

The employee may also choose to use their banked PTO before retirement. Therefore, the employee's last day of work may not be the same as his or her actual retirement date.

Once an employee gives his or her two (2) weeks' notice, unless previously scheduled, no PTO may be used during the remaining weeks of work. This is to encourage a smooth transition following the employee's departure.