

**POLICY NAME** PAID TIME-OFF POLICY

**POLICY NUMBER** 2.4.2

**CATEGORIES**

**DATE PROPOSED:** 11/8/18

**DATE OF VOTE:** 1/16/19

**ACCEPT (Y/N):** Y

Paid time off (PTO) will be accrued by full-time employees (both exempt and non-exempt) at the following rate:

120-364 days of service	64 hours per year (2.46 hours per pay period)
1 - 2 years of service	104 hours per year (4 hours per pay period)
3 - 9 years of service	144 hours per year (5.54 hours per pay period)
10 - 14 years of service	180 hours per year (6.92 hours per pay period)
15 years or more of service	216 hours per year (8.31 hours per pay period)

The PTO Program encompasses both vacation and sick leave.

No paid time off shall be accrued if an employee is on personal leave of absence.

Employees may not have a balance nor accrue more than 256 hours of PTO at any time.

No more than 40 hours may be carried forward from one fiscal year to the next.

Employees are encouraged to use the PTO Program for rest and relaxation away from work. Therefore, unused PTO may not be "cashed out" at year end.

For the definition of "full-time" see Policy 2.3.1 regarding Employee Classification.

**COMMENTS:** Supersedes Policy #49