

## **ARTICLE 15**

### **Paid Time Off (PTO) Policy**

#### **Section 1. Definition**

Paid Time Off (PTO) is an all-inclusive flexible time off policy in place of traditional individual vacation, sick, injury, and personal leave programs. It does not apply to Jury Duty or bereavement leave. PTO is an employee benefit. It is a program to allow employees an established amount of paid absence without regard to the reason, however subject to the requirements and restrictions set forth below.

#### **Section 2. Eligibility**

All full-time employees will be eligible to accrue PTO time.

Permanent Part-time employees will accrue PTO based on hours worked.

#### **Section 3. Usage of PTO Leave**

PTO leave may be used for the following purposes (subject to approval in Section 5 below):

- A. Vacation leave.
- B. Sick leave.
- C. Leave for any number of personal reasons, such as:
  - 1. Medical and dental appointments and treatment which is necessary during working hours.
  - 2. Absences for personal business which cannot be conducted during off duty hours.
  - 3. Holidays other than those observed by the City as official holidays.
  - 4. Maternity/paternity leave.
  - 5. Caring for immediate family members who are ill.
- D. To supplement FMLA leave, short term disability leave, or a Workers' Compensation absence, only to the extent necessary to make up the difference in all compensation received from any source and the employee's straight time weekly earnings or salary whichever applies.
- E. All unused vacation as defined in Section 9 must be exhausted prior to usage of any PTO leave

#### **Section 4. Accrual**

- A. Full-time employees shall accrue PTO leave each payroll as shown below.
- B. Permanent Part-Time employees will accrue PTO based on a percentage of hours worked.
- C. New hires will be eligible to begin accruing as of their date of hire. Hours available may be used with no waiting period.

| Completed Continuous Months of Service | Bi-weekly Accrual | Annual Accrual    | Max Accrual End of FY |
|--|-------------------|-------------------|-----------------------|
| 0 to 59 Months                         | 4.923 hours       | 128 hours/16 days | 240 hours             |
| 60 to 119 Months                       | 6.461 hours       | 168 hours/21 days | 280 hours             |
| 120 + Months                           | 8.000 hours       | 208 hours/26 days | 320 hours             |

**Section 5. Approval**

- A. In order to ensure effective operational scheduling, PTO time should be requested as far in advance as possible, but in no event less than one (1) work day before the leave is to commence unless the failure to make a timely request is determined by the employee's Department Director to be for reasons beyond the control of the employee.
- B. In the case of unforeseen sickness or injury of the employee or an immediate family member, the employee must advise his/her supervisor or Department Director as soon as possible, but not later than 30 minutes after the employee's scheduled reporting time unless prohibited from doing so for reasons determined by management to be beyond the control of the employee.

**Section 6. Charging time**

PTO time will be charged for the time the employee is away from work in increments of not less than one hour, except in the case of an excused absence under Section 5(B). The minimum shall be one half (1/2) hour.

**Section 7. Unused PTO Time**

Employees may carry over unused PTO hours from one fiscal year to the next to a maximum of 240 hours (for employees with less than 5 years of service), 280 hours (for employees with more than 5 years but less than 10 years), and 320 hours (for employees with more than 10 years of service). Hours in excess of these maximums at the end of the fiscal year will be forfeited. For example: An employee with 36 months (3 years) of continuous service accrues 128 hours in a fiscal year. He/she may carry over their unused balance until they reach 240 hours; excess hours over 240 are forfeited.

**Section 8. Payment of Unused PTO**

- A. Subject to subparagraph D below, upon separation from City employment, employees are entitled to compensation for any balance of unused PTO hours to a maximum of 160 hours (for employees with less than 5 years of service), 200 hours (for employees with more than 5 years but less than 10 years), and 240 hours (for employees with more than 10 years of service).
- B. Should an employee die while in service, any balance of unused PTO hours to a maximum of 160 hours (for employees with less than 5 years of service), 200 hours (for employees with more than 5 years but less than 10 years), and 240 hours (for employees with more than 10 years of service) will be paid to the designated beneficiary listed on the form for his/her employee's City life insurance.

- C. Payment shall be at the employee's base hourly rate at time of employment termination.
- D. An employee terminated for any offences listed in Section 11.05 of the City's Personnel Rules and Regulations (Group 2 Offences) shall not be entitled to be paid unused PTO hours at the time of separation.

**Section 9. Unused Vacation Leave Balance as of October 1, 2013**

- A. Employees with a vacation balance as of October 1, 2013 will retain that balance and will be able to use that time until the balance is exhausted.
- B. Should the employee separate from his/her employment, or die while in service, they or their beneficiary will be paid any remaining vacation leave balance in accordance with the Personnel Rules and Regulations, Section 16.08, in effect before October 1, 2013.

**Section 10. Unused Sick Leave Balance as of October 1, 2013**

- A. Upon implementation of this policy, employees with a sick leave balance as of October 1, 2013 will retain that full balance of which the hours will only be available for use in a "catastrophic" situation. Catastrophic will be defined as any illness lasting longer than seven (7) consecutive working days. To receive payment, the employee will be required to submit forms the City requires to be completed and a medical excuse acceptable to the City. Upon separation of employment, or death while in service, those hours will be paid in a lump sum payment (less statutory deductions) as outlined below using the employees years of service at date of separation.

| Years of Service | % of Sick Leave Payment |
|------------------|-------------------------|
| 0-9 years        | 0%                      |
| 10-14 years      | 30%                     |
| 15-19 years      | 40%                     |
| 20 + years       | 50%                     |