

## Human Resources Management Policy & Procedure Manual

Section: <b>BENEFITS</b>	Effective Date: <b>OCTOBER 2007</b>
Policy: <b>PAID TIME OFF POLICY</b>	Revision Date:

### **PAID TIME OFF POLICY:**

To provide full-time and part-time employees with Paid Time Off (PTO) for their personal use, while providing incentive for being well and not missing work.

### **GUIDELINES:**

1. To provide full-time and part-time employees with PTO for their personal use, while providing incentive for being well and not missing work. These hours include all vacation, personal time, sick time and holidays. Accrual of PTO begins on the date of hire with the Company and may be taken upon completion of your 90-day orientation period. Full-time and part-time employees accrue PTO in accordance with the schedule below.
  - 0 – 2 years of service will accrue up to 23 days\* per anniversary year\*\* (184 hours – accrual factor of 0.0885/hour)
  - 3 – 4 years of service will accrue up to 25 days\* per anniversary year\*\* (200 hours – accrual factor of 0.0961/hour)
  - 5 – 8 years of service will accrue up to 28 days\* per anniversary year\*\* (224 hours - accrual factor of 0.1077/hour)
  - 9 + years of service will accrue up to 32 days\* per anniversary year\*\* (256 hours - accrual factor of 0.1231/hour)

\* Up to 23, 25, 28 or 32 days indicated the maximum number of days you can accrue in an anniversary year, based on the number of hours worked. Regular hours worked each pay period are multiplied by the accrual factor, as indicated above.

\*\* An anniversary year is the 12 month period beginning and ending on your date of hire, or your pre-negotiated PTO Accrual Date.
2. PTO must be requested via the Request for Time Off form SR744 15 days in advance, except in cases of emergency, and must be approved by your supervisor before any time can be taken.
3. PTO will be scheduled so as to provide adequate coverage of job and staffing requirements. Your immediate supervisor has the final determination in this regard. Every effort will be made to grant your request dependent on other received employee requests as well as needs of the business.

4. Employees are encouraged to take their accrued PTO each year.
5. You may carry over up to 80 hours of PTO per anniversary year; however, this amount must be exhausted prior to being allowed to carry over hours into the next year.
6. You will be allowed to have a negative PTO balance of 40 hours, once during your anniversary year after completing the 90-day orientation period. Prior approval must be obtained.
7. PTO will not be considered as time worked and therefore not utilized in the calculation of overtime.
8. PTO may be taken to “round up” your work week to 40 hours. A Request for Time Off form is not necessary in this instance.
9. Years of service used to determine the accrual rate of determined by your full-time or part-time status date with the Company. For example, time spent as a PRN employee is not credited towards the years of service determination.
10. PTO time is accrued only for regular hours worked, and does not include overtime hours, and cannot exceed 80 hours in a bi-weekly pay period.
11. PTO must be utilized for the waiting period for Short Term Disability and while receiving Short Term Disability.
12. PTO must be utilized until exhausted for an approved FMLA absence, or other approved medical or personal leave of absence.
13. PTO is not accrued during any time of absence away from work which is unpaid. This includes medical, personal, disability and military leaves of absence.
14. PTO is paid at the employee’s regular rate of pay, exclusive of any premiums.
15. PTO hours cannot be added to the end of a leave of absence to extend the leave. An employee must be back on active status for a minimum of two weeks before any additional PTO time can be granted.
16. Accrued, unused PTO hours will be paid out upon termination, less any hours taken, provided you have completed your 90-day orientation period and have provided appropriate written notice of your intent to resign and worked each day of the required notice period. For every day that an employee is absent, for any reason, a day of PTO will be subtracted from the payout of such remaining balance. In addition, if your employment is separated, or you transfer to a non-PTO eligible status, and you have inadvertently ended up with a negative PTO balance, you are responsible for repaying Salus Rehabilitation for any unearned, used PTO. Appropriate written notice is defined as 30-days for all employees.

17. Once a notice of resignation has been provided, it is expected that all employees will work all scheduled hours during the notice period. Employees may not change their status during the notice period, ie go from Full-time to Part-time etc. PTO time cannot be utilized during the notice period, or anytime after a notice of resignation has been tendered.
18. No accrued PTO will be paid to any employee terminated for misconduct as determined by the Company or to any employee who fails to give and work out the requisite written notice of resignation.
19. An employee who changes from full-time or part-time status to PRN status will be paid their accrued/earned PTO balance, less time taken, at the time of the change in status, provided proper written notice was given. Appropriate written notice is defined as 30-days for all employees.
20. You may cash out up to 40 hours of PTO per year. This option will be available the first pay cycle in November.
21. The company recognizes and observes the holidays listed below. See guideline number 2.
  - New Year's Day
  - Memorial Day
  - Independence Day
  - Labor Day
  - Thanksgiving Day
  - Christmas Day