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Section V(b) Only

Paid Time Off (PTO)

Regular full-time employees and part-time employees working at least 30 hours per week are eligible to accrue Paid Time Off (PTO). This does not apply to temporary employees. Employees accrue PTO for each bi-weekly pay period actually worked beginning at the start of the first pay period after completing 30 days of employment at 4 hours per week. Eight hours of PTO per pay period is equal to approximately 23 paid days for each year of employment, dependent upon start date of employment. Accrued PTO not used during each year of employment may be carried forward to the following year of employment. Employees may carry over no more than 160 hours of PTO not used during each year of employment. Hours in excess of 160 will be calculated through the last pay period prior to the anniversary date.

PTO is available only for the hours accrued as of the prior payroll period. PTO requests must be approved in advance by the Manager and the CEO/COO. Depending upon Company needs and business requirements, PTO may be denied at management's discretion.

An employee who terminates employment will be paid for PTO accrued through the last completed pay period. Employees on unpaid leave will not accrue PTO. Employees will be permitted to cash out a minimum of 40 hours and a maximum of 80 hours of PTO one time per year of employment. This does not apply to hours that must be cashed out in excess of the annual maximum of 160 hours. After the calculation of a cash out there must be a remaining balance of at least 40 hours.. Employees are required to submit the completed PTO cash out form to the Manager and the CEO/COO. The request is subject to approval. PTO cash out will be permitted for time earned and not for future accrued hours. Employees must allow up to two pay periods before the cash out will be issued. PTO cash out will be disbursed during a regular payroll cycle.