

<b>Policy Area:</b> General Office Administration	<b>Subject:</b> Human Resources
<b>Title of Policy:</b> Employee Handbook	<b>Number:</b> 700.A.03-GOA HR
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<b>Approved by:</b> NAHAC Board of Directors	

### Section V(b) Only

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

Regular full-time employees and part-time employees working at least 30 hours per week are eligible to accrue ~~personal time~~ Paid Time Off (PTO). ~~– This does not apply to temporary employees.~~ Employees accrue ~~personal time~~ PTO for each bi-weekly pay period actually worked beginning ~~on the date of hire~~ at the start of the first pay period after completing 30 days of employment at ~~8-4~~ hours per ~~pay period~~ week. ~~Annual Eight hours of PTO~~ ~~personal time accrued per pay period~~ is equal to ~~approximately 26-23~~ paid ~~personal~~ days for each year of employment, ~~dependent upon start date of employment.~~ ~~Any a~~ Accrued ~~personal time~~ 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 80~~ 160 hours of ~~personal time~~ PTO not used during each year of employment. ~~All employees must take at least one consecutive week (5 working days) off at a time per year. Any exceptions to this would be made by the CEO/Executive Director.~~ Hours in excess of 160 will be calculated through the last pay period prior to the anniversary date.

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

An employee who terminates employment will be paid for ~~PTO~~ accrued, ~~unused personal time on a pro rata basis~~ through the last completed pay period. Employees on unpaid leave will not accrue ~~PTO~~ ~~personal time~~. ~~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 eligible to cash out their personal time.~~ ~~Employees can cash out a minimum of 16 hours at any time during the year.~~ Employees are required to submit the ~~completed PTO~~ ~~personal time (PTO)~~ cash out form ~~signed to human resource~~ to the ~~Manager and the CEO/COO~~. The request is subject to approval. ~~PTO~~ ~~Personal time~~ cash out will be ~~only be allowed permitted~~ for time ~~already~~ earned and not for ~~possible~~ future accrued hours. Employees must allow ~~up to~~ two pay periods before the cash out will be issued ~~via direct deposit or paper check.~~ ~~Employees are only allowed to cash out personal time not to exceed four times in a calendar year.~~ PTO cash out will be disbursed during a regular payroll cycle. ~~Any exceptions to this would be made by the CEO/Executive Director.~~

A year of employment is based on anniversary date of hire, not calendar year.