

MENNONITE VILLAGE POLICY

TITLE: Paid time off (PTO)

PROCEDURE NO: HR 700.03

PREPARED BY: Kacie Marken, HR Director

EFFECTIVE DATE: January 2024

PURPOSE

Mennonite Village (MV) provides Paid time off (PTO) for vacations, sick days, holidays, jury duty, bereavement, and any other personal reasons to all qualifying employees. This time off is provided to all employees in compliance with Oregon's statewide sick leave law. Requests for PTO must be made in advance, when possible, and approved by the employee's scheduler or supervisor.

If an employee is unable to work their scheduled shifts for reasons other than pending or approved FMLA/OFLA/PLO, or jury duty, PTO will be used to cover the missed time for the scheduled shift. All accrued PTO must be used before taking unpaid leave unless meeting the exceptions outline in this policy. If an employee obtains approval to make up missed time within the same workweek, the required PTO will be reduced accordingly.

ACCRUAL:

PTO is accrued by full-time salaried (FS), full-time (FT), part-time (PT), on-call (OC), and temporary/seasonal employees (TN). Accrual begins immediately upon hire, following the schedule listed below. However, PTO usage is only permitted after 90 days of employment. PTO accrual is based on paid hours up to 2,080 hours per year, excluding overtime. Accrual rates are as follows:

Accrual rate for PT, FT & FS employees

- Hire date – end of 2nd year: 10.833 hours of work earns 1 hours of PTO
- 3rd year – end of 8th year: 9.285 hours of work earns 1 hour of PTO
- 9th year and each subsequent year: 7.647 hours of work earns 1 hour of PTO

Accrual rate for OC, TN, and employees grandfathered into half PTO

- Hire date: 21.666 hours of work earns 1 hour of PTO, with the maximum of 80 hours earned in a calendar year.

Please note that the accrual rates are based on a bi-weekly basis. Accrual rates are subject to adjustment based on changes in employment laws or company policy.

GUIDELINES:

- Employees are encouraged to use at least half of their PTO each calendar year.
- Requests for PTO (excluding illness) should be submitted to the scheduler and/or supervisor at least one week in advance.
- FS, FT, and PT employees should have sufficient PTO hours to cover requested time off. All exceptions require approval from the HR Director.
- FS, FT, and PT employees can accumulate a maximum of 480 PTO hours, and OC or TN employees can accumulate a maximum of 80 PTO hours. Accrual stops once the maximum hours are reached and resumes when total PTO hours fall below the maximum.
- Employees may not be paid for PTO in lieu of taking time off, except as detailed in "Cash Out" section of this policy.
- PTO will not be used in computing overtime.

Exceptions:

- Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas, or New Year's Day: Employees may choose unpaid leave or use PTO if their department is closed. The department administrator or director will announce if a department is closed for the holidays based on

essential needs. Departments providing direct resident care will remain open on holidays. PTO request must be submitted in a timely manner.

- Employees sent home during a shift, or are not required to work due to census or inclement weather, etc.
- Jury Duty: Hourly employees may use PTO for jury duty, but it cannot be mandated.
- Pending or approved FMLA, OFLA, or PTO: No PTO usage is required, but employees may submit a PTO request if they wish to be paid for time missed.

Notification:

Refer to the attendance policy for details on the call-in procedure. The use of PTO and notification to the supervisor does not automatically imply an approved absence. PTO must be scheduled in advance, consistent with department policy and convenient to both the department and Mennonite Village.

Paid time off Payment:

PTO is paid at the employee's regular base hourly rate, and those with varying pay, its paid at the base rate of their primary job. PTO will be paid on the regular payroll schedule, except in the event of termination. PTO cannot be used as notice when terminating employment.

Employee Termination:

Upon termination, employees with a successfully completed 120-day introductory period, a minimum two weeks' notice, and no gross misconduct are paid for the earned and untaken PTO balance as of the last day worked. Payment is made at the rate of the primary position.

Cash Out

After completing the 120-day introductory period, employees may cash out PTO twice a year. Request must be submitted in writing before the end of May (for June payment) or the end of November (for December payment). FS and FT employees must leave a balance of 40 hours, and all other employees must leave 20 hours in the PTO bank.