

MENNONITE VILLAGE POLICY & PROCEDURE

TITLE: Paid Time Off (PTO)

PROCEDURE NO: HR 700.03

PREPARED BY: Carol Jensen

DATE: 01/2003

PURPOSE:

Mennonite Village provides Paid Time Off (PTO) for vacations, sick days, holidays, jury duty, bereavement, and any other personal reason to all qualifying employees. This time off is provided to all employees in compliance with Oregon's statewide sick leave law. Paid Time Off must be requested in advance, if possible, and approved by the employee's department head or supervisor. If you are absent for any reason, you must use all accrued PTO before being allowed to take unpaid leave, regardless of planned or unplanned. If an employee makes up time missed within the same workweek they can reduce the amount of PTO they must use.

POLICY:

Accrual:

Paid Time Off is accrued by full-time and part-time employees. Temporary/Seasonal and On-Call employees earn a minimum of 1 hour for every 30 hours worked up to 80 hr. maximum in a calendar year. Employees begin accruing immediately upon hire according to the following schedule, but PTO may not be used until after 90 days of employment. Paid Time Off is based upon paid hours up to 2,080 hours per year, excluding overtime. Paid Time Off is earned at the following rate:

Accrual Rate for Paid Time Off Plan (part-time and full-time employees)

- 1st-3rd year of employment at 40 hr./wk. or equivalent hours: 10.833 hours of work earns one hour of Paid Time Off;
- 4th-9th year of employment at 40 hr./wk. or equivalent hours: 9.285 hours of work earns one hour of Paid Time Off;
- 10th year at 40 hr./wk. and each year thereafter, or equivalent hours: 7.647 hours of work earns one hour of Paid Time Off.

Accrual Rate for Paid Time Off plan (on-call and temporary/seasonal employees)

- At 40 hr./wk. or equivalent hours or equivalent hours: 21.666 hours of work earns one hour of Paid Time Off. Maximum of 80 hours earned in a calendar year.

Guidelines:

Paid Time Off is subject to the following guidelines:

- Employees are encouraged to take at least one-half of their Paid Time Off each calendar year;
- Requests for Paid Time Off (unless for illness) should be put in writing or requested through the appropriate software application and submitted to the department head or department designee as far in advance as possible to ensure continued service to the residents. In the event of conflicts, the department head will decide who has preference;
- Regular Full-time and Part-time employees should have enough hours in their Paid Time Off bank to request vacation/holiday/personal time off. If they do not have the time to cover the requested days, they may not be approved.

- No more than 480 Paid Time Off hours may be accumulated for FT or PT employees. No more than 80 Paid Time Off hours may be accumulated for OC or Seasonal/Temporary employees. Accrual will stop at 480 hours; no additional hours will be accrued or paid to the employee;
- Employees may not be paid for Paid Time Off in lieu of taking time off, except as detailed in “Cash Out” on page 2 of this policy; All paid time off will be charged against the accrued Paid Time Off time; and,
- Paid Time Off will not be used in computing overtime.

Employees are expected to use their paid time off to cover most absences. The exceptions to this policy include:

- If the employee is mandated to take a holiday off that fall during their normal work schedule. Employees may use their PTO but if we will not allow the employee to work then they can decide if they want it to be paid or unpaid leave.
- If an employee is sent home during their shift or asked not to come in for a scheduled shift (i.e., censuses, inclement weather).
- Jury Duty – Hourly employees may use their PTO to cover any absences for jury duty, but it is prohibited by Oregon law for us to mandate they use their PTO.
 - **(side note:** it is also illegal in Oregon for an Employer to terminate or retaliate against a worker for fulfilling the important societal obligation of serving jury duty). Employers are required to allow workers to take jury duty leave.

Notification:

When used in case of an illness or emergency, an employee must notify his or her department manager at least one hour or more, as established by the department policy, before the start of the shift, and state the specific reason for and the expected length of the unscheduled absence. Use of PTO and notification to an employee’s supervisor does not imply an approved absence. Depending on circumstances, you may be required to provide a certification of your need for PTO from your medical provider or another appropriate person. Employees who are scheduled to work and fail to do so may be subject to disciplinary action as detailed in the Attendance Policy. Personal time off must be scheduled in advance and consistent with departmental policy. The time off must be convenient to the department and to Mennonite Village and not compromise service to residents. The only exception may occur in case of illness or accident.

Paid Time Off Payment:

Paid Time Off will be paid at the employee’s regular straight time hourly rate. For employees who are regularly scheduled to work in jobs with different pay rates, PTO will be paid at the rate for the hours they would have been scheduled to work and are missing.

Paid Time Off will be paid on the normal payroll schedule except in the event of termination. Paid Time Off is paid for time employees would normally be at work. Paid Time Off cannot be used as the two weeks or more notice when terminating employment.

Employment Termination:

When an employee leaves employment for termination, the employee will be paid their PTO balance that has been earned and not taken as of the end of the last day worked, provided they have successfully completed their 120-day trial period and provided and worked their 14-day notice period. The employee will be paid the rate of their primary position.

Cash Out

After completing the 120-day trial service period, employees are eligible to cash out their leave two specified times per year. For leave cash out, eligible employees are required to put in writing the amount of Paid Time Off they would like to use by the timeframes established below. If the request is not received prior to payroll being processed the requested amount will be placed on the following payroll. An employee will be paid the rate of their primary position when requesting a cash out. It is important

employees plan and follow company policy. Full-time employees must leave a balance of 40 hours in their Paid Time Off Bank and Variable employees must leave 20 hours in their Paid Time Off Bank.

The two cash out periods are as follows:

May/June: Employees must submit a request for Paid Time Off cash out by the end of May to be paid during a pay period in June depending on when the Paid Time Off Request slip was submitted to payroll.

November/December: Employees must submit a request for Paid Time Off cash out by the end of November to be paid during a pay period in December depending on when the Paid Time Off Request slip was submitted to payroll.