



Administrative Regulation

PAID TIME OFF (PTO)

Policy #:	6.02
Effective:	09/27/2016
Revised:	3/1/2026
Owner:	Human Resources

Note: Terms that are ***bolded and italicized*** the first time they appear in this regulation are defined below. After the first occurrence, defined terms appear in *italics only*.

PURPOSE:

This regulation provides employees with paid time away from the workplace to support rest, work-life balance, and personal or family needs.

SCOPE:

This regulation applies to all non-represented employees hired on or after October 1, 2016, and any non-represented employees who voluntarily elect to enroll in the PTO plan.

POLICY:

The City is committed to providing employees with sufficient paid time off (PTO) for rest and relaxation, as well as to address personal and family medical needs. The City provides maximum flexibility by consolidating vacation, sick leave, and floating holidays in a single PTO bank, which serves the best interest of both the City and its employees. PTO does not include City-***observed holidays***.

Each benefited employee will accrue PTO on a biweekly basis based on length of service, as outlined in the procedure section below. PTO may be used after it is accrued and can be taken in one-minute increments. Employees are responsible for managing their own PTO to ensure adequate reserves for vacation, illness, appointments, emergencies, or other personal needs.

Eligibility to accrue PTO is contingent on the employee either working or using ***accrued PTO*** for the entire ***bi-weekly pay period***. PTO is not accrued during pay periods in which the employee is on unpaid leave, short-term or long-term disability leave, or workers' compensation leave.

PTO requests that qualify as ***protected leave*** may not be denied. Consistent with applicable law, the City may require employees to use ***accrued PTO*** concurrently with FMLA or OFLA leave, except where prohibited by law, including Oregon Sick Time protections.

The first forty (40) hours of PTO use in a calendar year will be designated as ***Oregon Sick Time Leave (OST)*** and treated as ***protected leave***.

A current represented employee who accepts a non-represented position will be offered the option to voluntarily enroll in the City's Paid Time Off (PTO) plan as part of the job offer process. Election into the PTO plan must be made at the time of offer and, once elected, is irrevocable. Employees who do not elect PTO enrollment will remain subject to the leave provisions applicable to their position classification.

PROCEDURE:

1. Scheduled Time Off

- a. Employees should follow the notification procedures for their respective departments and are expected to make the request as far in advance as possible.
- b. Request for three (3) or more consecutive weeks of PTO require department director approval, with primary consideration given to business continuity.
- c. The City reserves the right to deny scheduled PTO requests that would adversely affect operations or to cancel previously approved PTO requests if unforeseen circumstances arise which require an employee's attendance.
- d. Employees with *available PTO* balances may not elect to take leave without pay in lieu of PTO for purposes of banking PTO.
- e. Employees with insufficient PTO balances may be granted excused leave without pay at sole discretion of the department director, after consultation with Human Resources.
- f. PTO hours will be paid at the employee's current rate of pay at the time the PTO is taken.

2. Short Notice or Unscheduled Absence

- a. For unforeseen PTO needs, employees must notify their supervisor at least thirty (30) minutes prior to the start of their workday or shift, or as otherwise required by department procedures.
- b. Time off not scheduled in advance is considered unscheduled. Patterns of abuse may result in corrective action.
- c. Consecutive ***unscheduled absences*** that are not covered by *protected leave* will be treated as one (1) occurrence for attendance purposes.
- d. The City may require documentation to substantiate the reason for the *unscheduled absence, consistent with applicable law*.
- e. Absences exceeding three (3) consecutive workdays require the employee to contact Human Resources to assess eligibility for FMLA/OFLA or short-term disability benefits.
 - (1) Employees absent for more than three (3) consecutive workdays may be required to provide a medical release prior to returning to work.
- f. Failure to report to work or provide notice for three (3) consecutive workdays may be considered a voluntary resignation.

3. Coding of Time

- a. Employees or supervisors must code PTO equal to the number of hours the employee was scheduled to work, not to exceed the employee's regular scheduled workweek, before leave without pay may be approved, except as follows:
 - (1) Employees receiving Short-Term Disability benefits may request to use accrued leave

hours to supplement either 20% or 40% of their normal daily scheduled hours.

(2) Employees receiving Long-Term Disability benefits are required to use accrued leave hours to supplement 40% of their normal daily scheduled hours.

- b. PTO must not be coded for injury or illness that is compensable under workers' compensation, unless the employee is receiving time loss benefits and chooses to make up the difference between time loss and their regular base wage.

4. Accrual of PTO

A. Accrual Cap

- a. PTO accrues on paid hours, up to a maximum of forty (40) hours per workweek.
- b. PTO does not accrue on unpaid earn codes.
- c. The maximum PTO bank balance is limited to two (2) times the employee's annual **accrual rates**.

(1) An employee may temporarily exceed this limit during the calendar year but must be at or below the maximum by the end of the pay period that includes January 1st of each calendar year.

B. Non-Exempt Employees – PTO Accrual Schedule (40-hour employees)

- a. PTO Accruals Effective at the pay period ending that includes March 1, 2026

Years of Service	Hourly Accrual	Hours per Pay Period	Hours per Year*	Days per Year*
0 - 2 Years (0-35 Months)	0.080769	6.461520	168	21
3 - 7 Years (36-95 Months)	0.092308	7.384640	192	24
8 - 12 Years (96-155 Months)	0.103846	8.307680	216	27
13 - 17 Years (156-215 Months)	0.115385	9.230800	240	30
18 - 22 Years (216-275 Months)	0.126923	10.153840	264	33
23 Years (276-287 Months)	0.138462	11.076960	288	36
24+ Years (288+ Months)	0.150000	12.000000	312	39

*rounding variations may occur

C. Exempt Employees – PTO Accrual Schedule (40-hour employees)

- a. PTO Accruals Effective at the pay period ending that includes March 1, 2026

Years of Service	Hourly Accrual	Hours per Pay Period	Hours per Year*	Days per Year*
0 - 2 Years (0-35 Months)	0.100007	8.000560	208	26
3 - 7 Years (36-95 Months)	0.111546	8.923680	233	29

8 - 12 Years (96-155 Months)	0.123084	9.846720	256	32
13 - 17 Years (156-215 Months)	0.134623	10.769840	280	35
18 - 22 Years (216-275 Months)	0.146161	11.692880	303	38
23 Years (276-287 Months)	0.157700	12.616000	328	41
24+ Years (288+ Months)	0.169238	13.539040	351	44

*rounding variations may occur

Note: Exempt employees receive additional accrual reflecting forty (40) hours a year (1.539 hours per bi-weekly pay period), incorporated into the above schedule.

5. PTO Pay Out at Termination

- a. Employees who separate from City service after successful completion of their first six (6) months of employment are entitled to payment for *accrued PTO*.
- b. PTO payout at separation is equal to the full PTO balance not to exceed two times (2X) the employee's annual accrual rate.
- c. In the event of the employee's death, accrued vacation leave up to the applicable cap will be paid to the employee's designated beneficiary or estate.

6. PTO Enrollment Upon Appointment to a Non-Represented Position

- a. Human Resources will document the employee's PTO enrollment election in writing during the job offer process.
- b. PTO enrollment elections will be effective on the employee's first day in the non-represented position.
- c. Once enrolled, the employee will be subject to all provisions of this regulation, including accrual schedules, caps, and payout limits.

DEFINITIONS:

Accrued PTO:

Paid Time Off earned by an employee based on hours worked and length of service that has not yet been used.

Accrual Rates:

PTO accrual rates are calculated based on:

- Vacation accrual value
- Two floating holidays (16 hours)
- Fifty percent (50%) of annual leave accrual (48 hours).

Bi-Weekly Pay Period:

A fourteen (14)-day period used to calculate pay, benefits, and PTO accruals.

Extreme Emergency:

An event beyond an employee's control requiring leave, such as declared emergencies, natural disasters, or serious property damage.

Observed Holidays:

Holidays recognized by the City under the Holiday administrative regulation.

Oregon Sick Time Leave (OST):

Up to forty (40) hours of protected sick leave per calendar year, when accrued PTO is available, for qualifying reasons under Oregon law.

Protected Leave:

Leave protected under federal, state, or local law, including FMLA, OFLA, and Oregon Sick Time.

Unscheduled Absence:

An absence not requested or approved in advance under departmental procedures.

RESOURCES:

Administrative Regulations:

- [Disability Accommodations](#)
- [Family Medical Leave](#)
- [Leave of Absence](#)
- [Oregon Sick Time](#)
- [Retirement Benefits](#)

Links:

- [Labor Agreements](#)
- [Oregon Sick Leave Law ORS 653.600](#)
- [Springfield Guide to Workers Compensation](#)

Guidelines:

1. Catastrophic Leave Bank (CLB) Guidelines:
 - 1.1. CLB can be used for conditions meeting Family Medical Leave Act or Oregon Family Leave Act guidelines, or other ***extreme emergency*** events;
 - 1.2. Hours can be donated to other employee's CLB for qualifying requests;
 - 1.3. CLB cannot be used for bereavement leave unless it meets the OFLA standard;
 - 1.4. CLB can only be used, not cashed out;
 - 1.5. CLB does not accrue;
 - 1.6. Extreme Emergency use of CLB is determined by the Human Resources Director or designee in consultation with the department director.