



Administrative Regulation

Paid Time Off (PTO)

Policy#	7.3
Effective:	09/27/2016
Revised:	03/13/2023
Owner:	Human Resources

Note: Terms in **bold** and *italics* throughout this policy are defined below.

PURPOSE:

To provide employees with paid time away from the workplace.

SCOPE:

All non-represented employees hired on or after October 1, 2016, and any other employees who voluntarily opted into 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 wishes to provide maximum flexibility as to how employees may use accrued time off and supports consolidating vacation, sick, and floating holiday in a single 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 in biweekly increments based on their length of service as defined in the procedure section below. PTO may be used after it is accrued and can be taken in one-minute increments. Employees are accountable and responsible for managing their own PTO hours 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 utilizing accrued PTO for the entire bi-weekly pay period. PTO is not earned in pay periods during which unpaid leave, short or long-term disability leave, or workers' compensation leave is taken.

PTO requests that meet the requirements for protected leave reasons cannot be denied. Under the City's Family and Medical Leave administrative regulation, all accrued PTO must be used before unpaid FMLA/OFLA leave begins.

The first 40 hours of time coded as PTO per year will apply to Oregon Sick Time (OST) and is considered protected leave.

PROCEDURE:

1. Scheduled Time Off

- 1.1. Employees should follow the notification procedures for their respective departments and are expected to make the request as far in advance as possible. A request for three (3) or more consecutive weeks off must be approved by the department director with primary consideration given to business continuity.
- 1.2. The City reserves the right to deny scheduled time off requests if the absence would adversely affect operations or to cancel previously approved PTO requests if unexpected circumstances arise which require an employee's attendance at work.
- 1.3. Employees with accrued PTO balances may not opt to take leave without pay in lieu of PTO for purposes of saving accrued PTO time.
- 1.4. Employees with insufficient PTO balances to cover requested periods of time off may be granted excused leave without pay solely at the discretion of the department director after advisement from Human Resources.
- 1.5. 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

- 2.1. When an unforeseen need for PTO occurs, the employee must notify their supervisor of the unexpected need to be absent at least thirty minutes prior to the start of their workday or shift or as outlined in department procedures.
- 2.2. Time off not scheduled is considered unscheduled. If a pattern of abuse is noted, the employee may be subject to discipline.
- 2.3. Unscheduled absences that are not covered under a protected leave and that result in consecutive days absent from work are considered one occurrence in relation to the City's Attendance policy.
- 2.4. The City may request that the employee provide evidence concerning the justification for the unscheduled absence.
- 2.5. For absences lasting more than three days, the employee must contact Human Resources to determine eligibility for either family and medical leave or short-term disability pay.
- 2.6. Employees who miss more than three consecutive unscheduled days may be required to present a doctor's release authorizing their return to work.
- 2.7. Failure to report for three (3) consecutive days without authorization or notice shall be considered a voluntary termination.

3. Coding of Time

- 3.1. The employees or the employee's supervisor should code the same amount of PTO as they would have worked that day, typically not to exceed their normal work week before leave without pay will be approved, unless one of the following exceptions applies:
 - 3.1.1. 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.
 - 3.1.2. Employees receiving Long-Term Disability benefits are required to use accrued leave hours to supplement 40% of their normal daily scheduled hours.
- 3.2. Employees should not code PTO for any 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

- 4.1. PTO accrues on paid hours up to a maximum of 40 hours per week.
- 4.2. PTO will not accrue on unpaid earn codes.
- 4.3. Maximum PTO bank balance is limited to two times (2X) the employee's annual accrual rates. An employee may exceed the maximum accumulation throughout the year so long as the employee's accrued PTO is under the maximum allowance at the pay period end that includes January 1st of each calendar year.
- 4.4. Accrual Schedule:

Length of Continuous Service In Years	Annual Accruals (Hours)	Annual Accrual (Days)	BIWK Accrual	Annual Accruals (Hours)	Annual Accrual (Days)	BIWK Accrual
	EXEMPT			NON-EXEMPT		
0-2 Years (0-35 Months)	200	25	7.680	160	20	6.160
3-7 Years (36-95 Months)	224	28	8.640	184	23	7.040
8-12 Years (96-155 Months)	248	31	9.520	208	26	8.000
13-17 Years (156-215 Months)	272	34	10.480	232	29	8.960
18- 22 Years (216-275 Months)	296	37	11.360	256	32	9.840
23 Years (276-287 Months)	320	40	12.320	280	35	10.800

24+ Years (288+ Months)	344	43	13.200	304	38	11.680
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5. **PTO Pay Out at Termination, Retirement or Layoff**

- 5.1. PTO payout at separation of employment is limited to one year of accrual.
- 5.2. PTO payout at retirement is equal to the full PTO balance not to exceed two times (2X) the employee's annual accrual rate.
- 5.3. In case of death, compensation for accrued PTO up to the cap shall be paid to the estate or beneficiary of the employee using the standard designation unless another designation has been made in writing by the employee prior to death.

DEFINITIONS:

1. ***"Accrual Rates"*** for PTO were developed using the following calculation:
 - 1.1. Full value of vacation plus
 - 1.2. One floating holiday (eight hours) plus
 - 1.3. An average historical usage value for bereavement leaves, plus
 - 1.4. 50% of the annual accrual rate for sick leave (48 hours).
2. ***"Extreme Emergency"*** is a situation beyond an employee's control requiring them to take leave time such as, but not limited to officially declared emergencies, natural disasters, or serious accidents resulting in significant property damage (e.g., tree falling on a house or vehicle).
3. ***"Floating Holiday"*** is one floating day of paid leave to be taken between the first full pay period following July 1 and the pay period end that includes June 30.
4. ***"Observed Holidays"*** are the recognized holidays defined under the City's Holiday administrative regulation.
5. ***"Oregon Sick Time Leave (OST)"*** provides employees with up to 40 hours, per calendar year, of protected sick time off, if they have the available accrued PTO for the following reasons:
 - 5.1. For an employee's personal mental or physical illness, including pregnancy, childbirth and routine medical and dental appointments.
 - 5.2. To care for a family member with an illness, injury or medical appointment.
 - 5.3. If the employee's place of business closes for a public health emergency, or to care for a child whose school or daycare closes for a similar reason.

- 5.4. Caring for a family member whose presence in the community would jeopardize the health of others.
- 5.5. If the employee is excluded from work by law due to health reasons.
- 5.6. For certain reasons related to domestic violence, harassment, sexual assault or stalking.
6. ***“Paid Time Off (PTO)”*** is accrued time that employee may use for personal leave, vacation leave, non-occupational injury or illness leave, bereavement leave or floating holiday leave. Employees who receive PTO are not eligible for separate leave banks for the above-mentioned uses.

RESOURCES:

Administrative Regulations:

1. [Disability Accommodations](#)
2. [Family Medical Leave](#)
3. [Leave of Absence](#)
4. [Oregon Sick Time](#)
5. [Retirement Benefits](#)

Links:

1. [Labor Agreements](#)
2. [Oregon Sick Leave Law ORS 653.600](#)
3. [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.