

# ARTICLE VIII - LEAVE

## Section 814 – Paid Time Off (PTO) Program

All regular, full-time employees are eligible to accrue/earn Paid Time Off (PTO) beginning on the employee's first day of employment with the City. Employees are eligible to utilize accrued/earned PTO immediately. Employees are expected to use accrued PTO responsibly to assure necessary rest and relaxation away from work and to maintain an appropriate balance of PTO for use in unexpected emergencies or in cases of serious illnesses or injuries.

Full-time employees who are regularly scheduled to work 40 hours per week shall accrue PTO each completed pay period. Employees assigned as regular part-time employees on the staff compliment and who regularly work less than full-time but more than 1040 hours per year shall accrue PTO on a prorated basis of 3.038 hours per pay period worked. Employees who are regularly assigned to work less than 1040 hours per year will not accrue PTO.

Accrual rates are based upon the employee's City service and accrue as outlined below:

### Regular Full-Time Employees assigned to an annual 2080 hour schedule

Completed Years of Service	Paid Time Off Accrual per Pay Period	Approximate Annual Accrual
<1 year	6.077	158
1	6.423	167
2	6.769	175.99
3	7.115	184.99
4	7.462	194.01
5	7.808	203.01
6	8.154	212
7	8.500	221
8	8.846	230
9	9.192	238.99
10	9.53	248

## Fire Personnel Assigned to 24 hour shifts

Completed Years of Service	Paid Time Off Accrual per Pay Period	Approximate Annual Accrual
<1 year	8.508	221.21
1	8.992	233.79
2	9.477	246.40
3	9.962	259.01
4	10.446	271.60
5	10.931	284.21
6	11.415	296.79
7	11.900	309.40
8	12.385	322.01
9	12.869	334.59
10	13.354	347.20

The maximum amount of PTO which may be accrued by employees is 560 hours for regular employees and 784 hours for 24-hour fire personnel. Upon reaching the applicable maximum, an employee shall cease accruing PTO until the employee's accrued hours drop below the maximum.

Employees are responsible for knowing the amount of PTO available for their use. PTO to the employee's credit may be requested by the employee for time off due to planned or unplanned time away from work.

### Use of PTO for Planned Absence

Employees requesting the use of PTO for planned absences shall request approval for the use of PTO as far in advance as possible, and generally no later than the end of the workday prior to the day(s) desired off (or earlier if required by the employee's department). Granting of requests is subject to the approval of the supervisor and based upon operational demands.

PTO may be used in conjunction with worker's compensation and short term disability to bring an employees pay up to their normal weekly take home pay.

## **Use of PTO for Unplanned Absence**

An unplanned absence is any circumstance which requires the employee to be absent from work, which could not have been foreseen and would have been improbable to schedule in advance.

**Employee Obligations:** To be eligible to use PTO for unplanned absences as defined herein, an employee must:

- i. Notify their immediate supervisor of the unplanned absence as far in advance as possible. Notification must be at least 30 minutes prior to the employee's scheduled start time (or earlier if required by the employee's department) or a reasonable time thereafter if timely notification is prevented due to circumstances beyond the employee's control.
- ii. Schedule medical appointments during non-work hours, to the extent this is possible.
- iii. Submit a physician's certificate verifying the need for absence and outlining any restrictions on return to full duty when the employee's unplanned absence extends for three or more consecutive work days.
- iv. Indicate the use of PTO for the time absent on the timecard covering the pay period containing the PTO use and annotate it as unplanned.

**While on Leave:** Employees absent from work for unplanned absences and receiving PTO may not work, perform services, receive, or earn compensation for or from any other entity, including the employee's own business, from the beginning of such absence until the employee returns to work.

**Medical Examination:** The City may require an employee to submit to an examination conducted by a licensed physician chosen by the City to determine the employee's ability to perform the essential functions of the employee's employment position. The cost of the examination shall be paid by the employee's insurance or the employee.

The City reserves the right to investigate all usage of PTO for unplanned absences. Should the City determine that an employee has not used PTO in accordance with these rules and regulations corrective action may result.

## **PTO use will be assigned as follows:**

Non-exempt employees absent on approved PTO for planned or unplanned absences shall be paid from their available PTO balance at their applicable hourly rate for the time absent, rounded up to the nearest quarter hour. Use of PTO must be reflected on the time card covering the pay period in which the PTO was used.

Exempt employees shall use PTO for planned or unplanned absences in accordance with FLSA standards and per applicable City guidelines.

**Optional Annual PTO Payout:** While employees are expected to use PTO to assure necessary rest and relaxation away from work, they may also be afforded the opportunity to request a cash payment for up to eighty (80) hours of PTO (112 hours for 24-hour shift employees) each fiscal year. Such request shall be submitted in writing on City approved forms. Requests must be submitted to Human Resources no earlier than December 15th and no later than January 5th each year. PTO payouts shall be budgeted annually and may only be suspended with the adoption of the final budget. In the event of a budgetary suspension any employee who would hit the maximum accrual but for the annual payout shall receive an annual payout. All payments will be made to employees no later than the last day in January.

The total number of hours paid out will be deducted from the employee's PTO bank and will no longer be available for the employee's use.

To be eligible for an optional payout employees must:

- i. Be full time
- ii. Have taken a minimum of 40 hours (56 hours for 24-hour shift employees) of planned paid time off in the previous 12 months
- iii. Maintain a PTO balance of at least 160 hours (224 hours for Fire employees regularly assigned to a 24-hour shift) after deduction of the hours for the payout.

**Payment of Earned but Unused PTO at Time of Separation:** Employees shall be paid for accrued but unused PTO at the time of their separation from City service.

**Short Term Disability** – The City will provide short term disability insurance to employees eligible for PTO. The provider of this benefit will be chosen solely at the city's discretion.