

Kids Central, Inc. System of Care Policy & Procedure

Series: 1100: Human Resources

Policy Name: Paid Time Off (PTO)

Policy Number: 1164

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Regulation:

Attachments:

Policy

Kids Central provides Paid Time Off (PTO) to regular, full time employees for the purpose of vacation, personal time and for short term illness, in order to meet the needs of employees and their families.

1. Paid Time off – Exempt Employees

Exempt employees receive PTO upon employment and annually on their anniversary date.

a. The annual PTO allotment is based upon years of service as follows:

Years of Service	Exempt	Maximum Accumulated Days Allowed*	Maximum Accumulated Hours Allowed*
Less than 3 years	22 days	44	352
3 rd Anniversary	25 days	50	400
6 th Anniversary	30 days	60	480

* A day is equal to 8 hours

b. Employees will not receive a PTO allotment above the maximum accumulated days allowed, for example:

1. An employee receiving their fourth year allotment would normally receive 25 days (200 hours), but the employee's PTO bank balance is at the maximum of 50 days (400 hours). This employee would not receive a PTO allotment for that year.
2. An employee is receiving their fourth year allotment would normally receive 25 days, (200 hours) but the employee's PTO bank balance is 45 days (360 hours). This employee would receive a PTO allotment of 5 days (40 hours) for that year.

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- c. Paid time off will not be awarded if the employee is not actively working, but will be awarded upon return from leave.

2. Paid Time Off – Non-Exempt Employees

Non-Exempt (hourly) Employees accrue PTO at the rate of five (5) hours per pay period and increases to 6.46 hours per pay period after three years of employment, and 7.69 hours per pay period after 6 years of employment.

- a. The annual PTO accrual is based upon years of service as follows:

Years of Service	Non-Exempt	Maximum Accumulated Days Allowed*	Maximum Accumulated Hours*
Less than 3 years	16.25 days	32.5	260
3 rd Anniversary	21 days	42	336
6 th Anniversary	25 days	50	400

* A day is equal to 8 hours

- b. Employees will not receive the PTO allotment above the maximum accumulated days allowed, for example:
 1. An employee accruing at the four year accrual rate of 6.46 hours per pay period with a PTO balance of 336 hours, which is the maximum allowed, would stop accruing until the PTO bank falls below 336 hours.
 2. An employee accruing at the four year accrual rate of 6.46 hours per pay period with a PTO balance of 332 hours would receive 4 hours (rather than 6.46 hours).
- c. PTO must be requested and approved in advance whenever possible.
- d. Employees must use at least one hour of PTO per request.
- e. PTO time will not accrue in any pay period where zero (0) hours are worked. Accrual will resume when the employee returns from leave.

Procedures Applicable to All Eligible Employees (Exempt and Non-Exempt)

1. Paid time off requested for reasons other than illness may be denied by the supervisor based upon staffing needs.
2. When using PTO for sick leave, the employee is expected to notify his/her supervisor at the earliest possible time on the day of absence, and is expected to speak with the supervisor or his/her designee. Employees on

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sick leave for more than three (3) days are required to provide a return to work slip from a doctor.

3. Failure to call in for three (3) consecutive days will be considered a voluntary resignation.
4. All employees are required to use available Paid Time Off before requesting the use of unpaid leave.
5. Employees without PTO available may request unpaid time off, which requires supervisor approval. This should be avoided except in cases of emergency.

Approved By:

John Cooper, Chief Executive Officer

Date