

**ALLEGAN COUNTY
POLICY/PROCEDURE**



**TITLE: PAID TIME OFF
POLICY/PROCEDURE NUMBER: 506**

APPROVED BY: Board of Commissioners

EFFECTIVE DATE: September 1, 2017

PTO OPTIONS: All employees shall choose one time between two options of PTO banks. This selection occurred prior to January 1, 2015, for all current employees; new employees are offered a choice upon hire. The options are as follows:

- 1. OPTION 1:** (ptob)
 - a. ADVANCE OF PAID TIME OFF:** On the first payroll of each year, full-time employees shall be credited with an advance of fifty-two (52) hours of paid time off (PTO). On the first payroll of each year, regular part-time employees shall be credited with an advance of thirty-four (34) hours of paid time-off. An employee starting work after January 1 shall receive a prorated advance of PTO based on the number of months remaining in the year. An employee must work on or before the 15th the month to receive advanced PTO for the month.
 - b. PAYBACKS OF ADVANCE PTO:** An employee terminating employment prior to the end of the year shall be charged back for any unearned advanced PTO at the rate of 2.00 hours per pay period for full-time employees and 1.31 hours per pay period for regular part-time employees. An employee must terminate employment with the Employer on or after the 15th of the month to earn advance PTO hours for the month.
 - c. SEPARATION:** Upon separation from County employment, an employee shall receive full pay (100%) for unused accumulated PTO hours up to a maximum of two hundred forty (240) hours. Anyone that has over two hundred forty (240) hours at the time of separation shall lose any hours beyond the two hundred forty (240) hour limit. No one may use the PTO beyond his or her "last day worked." Compensation for unused PTO hours shall be paid at the pay rate in effect on the employee's last working day.
 - d. ACCUMULATION OF PAID TIME OFF (PTO) HOURS:** The amount of PTO carried forward into a new payroll year is limited to a maximum of two hundred forty (240) hours. Each payroll year, employees must use or lose one-half (½) of the PTO hours earned in the payroll year or they shall be subject to forfeiture.

- e. **PAY OFF OF UNUSED PTO HOURS:** If, at the end of a payroll year, an employee has more than two hundred forty (240) hours of unused PTO, excluding PTO hours forfeited, the employee shall be compensated for the hours in excess of two hundred forty (240) no later than February 28th of the following year. Compensation for these PTO hours shall be paid at the employee's pay rate in effect on December 31st.

2. OPTION 2: (ptoa)

- a. **ADVANCE OF PAID TIME OFF:** On the first payroll of each year, full-time employees shall be credited with an advance of eighty-four (84) hours of paid time off (PTO). On the first payroll of each year, regular part-time employees shall be credited with an advance of fifty-four (54) hours of paid time-off. An employee starting work after January 1 shall receive a prorated advance of PTO based on the number of months remaining in the year. An employee must work on or before the 15th the month to receive advanced PTO for the month.
- b. **PAYBACKS OF ADVANCE PTO:** An employee terminating employment prior to the end of the year shall be charged back for any unearned advanced PTO at the rate of 3.23 hours per pay period for full-time employees and 2.08 hours per pay period for regular part-time employees. An employee must terminate employment with the Employer on or after the 15th of the month to earn advance PTO hours for the month.
- c. **SEPARATION:** Upon separation from County employment, an employee shall receive half pay (50%) for unused accumulated PTO hours up to a maximum of one hundred sixty (160) hours. Anyone that has over three hundred twenty (320) hours at the time of separation shall lose any hours beyond the one hundred sixty (160) hours which is the payout limit. No one may use PTO beyond his or her "last day worked." Compensation for unused PTO hours shall be paid at the pay rate in effect on the employee's last working day.
- d. **ACCUMULATION OF PAID TIME OFF (PTO) HOURS:** The amount of PTO carried forward into a new payroll year is limited to a maximum of three hundred twenty (320) hours. Each payroll year, employees must use or lose one-half ($\frac{1}{2}$) of the PTO hours earned in the payroll year or they shall be subject to forfeiture.

- e. **PAY OFF OF UNUSED PTO HOURS:** If, at the end of a payroll year, an employee has more than three hundred twenty (320) hours of unused PTO, excluding PTO hours forfeited, the employee shall be compensated for ½ of the hours in excess of three hundred twenty (320) no later than February 28th of the following year. The other ½ shall be forfeited. Compensation for these PTO hours will be paid at the employee's pay rate in effect on December 31st.

ACCRUAL RATE FOR PTO: Each full-time employee shall earn "Paid Time Off" at the following rates. Accruals of PTO are earned during a pay period and banked on the scheduled pay date for that pay period.

YEAR OF EMPLOYMENT	PTO HOURS EARNED PER PAY PERIOD
First	1.54
Second	3.08
Third	3.39
Fourth	3.70
Fifth	4.00
Sixth	4.31
Seventh	4.62
Eighth	4.93
Ninth	5.23
Tenth	5.54
Eleventh	5.85
Twelfth and Beyond	6.16

When an employee reaches the anniversary date for the next higher rate of PTO accrual, earning at the new rate shall begin on the next pay period following the employee's anniversary.

REGULAR PART-TIME AND JOB-SHARE EMPLOYEES: Regular part-time employees and job-share employees working twenty (20) or more hours per week earn PTO at a rate proportionate to their paid hours.

HOLIDAYS: If a holiday falls within an employee's PTO period, it shall not be deducted from the PTO balance unless the employee was scheduled to work on the holiday.

LEAVE OF ABSENCE: PTO hours do not accrue during an employee's unpaid leave of absence, or beyond the twelve (12) weeks of a qualified FMLA leave.

INTRODUCTORY/PROBATIONARY PERIOD: PTO shall be permitted during an employee's introductory or probationary period.

PAID TIME OFF SCHEDULES: PTO for other than emergency or unforeseen illness must be approved in advance by the employee's supervisor. The supervisor shall determine the number of employees who can be excused from work for PTO purposes at any one time and shall prepare schedules accordingly. It shall be the practice of the Employer to schedule PTO absences over as wide a period as possible in order to obviate the need for hiring temporary personnel. PTO may not be used, at any time, in increments of less than one-quarter (1/4) hour.

SENIORITY PREFERENCE FOR PTO REQUESTS: If two or more employees request permission to use their PTO at the same time and both or all cannot be spared from work at the same time, preference shall be given to the employees with the greatest amount of seniority. As among those who do not make their wishes known prior to that day of the year, preference shall be given in order of receipt by the Employer of the written requests for PTO. In the event an employee cancels his or her PTO, among those who wish to reschedule their PTO, preference shall be given to the employees with the greater amount of seniority.