

## 4-5. Paid Time Off (PTO)

Regular full time ~~E~~employees accrue ~~144 hours (18 days)~~ of vacation and ~~18 days~~ of sick time ~~each year~~ at a rate of ~~5.53 hours per pay period — 26 pay periods a year.~~ ~~at a rate of 1.5 days per month.~~ Collectively referred to as Paid Time Off (PTO).

The maximum vacation that can be carried over from one year to the next year is ~~240 hours (30 days)~~. The maximum sick time that can be carried over from one year to the next year is ~~720 hours (90 days)~~. ~~Any time over that maximum will be lost by employee if not used.~~ Any additional time will be forfeited by the employee.

All planned PTO must be approved by the employee's Department Head using a PTO Request Form at least two (2) weeks in advance of the request. Once approved, this form is forwarded to Human Resources (HR). ~~with form forwarded to HR upon approval.~~

If an employee is ill and ~~needs to call~~ out sick, they must notify their Department Head no later than one (1) hour prior to their start time via email or phone call. If any employee is out sick for 3 or more days, they must bring a doctor's note when they return.

All vacation and sick time will be paid at the employee's standard rate of pay. Vacation and sick time is not eligible for overtime calculation.

If an employee voluntarily resigns or retires, is in good standing and has given two weeks' notice, the employee will receive pay for any accrued and unused vacation days, up to the maximum allowed for carryover (30), at the employee's standard rate of pay. The employee will receive one-half (1/2) of any accrued and unused sick time, up to the maximum allowed for carryover (45 representing ½ of 90), at the employee's standard rate of pay. In the event of the death of an employee, the estate of the deceased employee will receive payment for any accrued and unused vacation and sick time using the above stated requirements for payout.

Advanced but unaccrued vacation and sick time will be deducted from an employee's final paycheck to the extent permitted by law, ~~in the case of employment termination.~~