

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

Employees accrue 144 hours of vacation and 144 hours sick time each year at a rate of 5.53 hours per pay period — 26 pay periods a year. **at a rate of 12 hours per month.**

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

All planned PTO must be approved by the Department Head using a PTO Request Form at least two (2) weeks in advance with form forwarded to HR upon approval.

**An employee working a standard shift of 8 hours per day will be charged 8 hours of PTO for a planned day off while a person working a 12 hour shift will be charged 12 hours of PTO for a scheduled day off.**

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.

If an employee voluntarily resigns or retires, is in good standing and has given two weeks' notice, employee will receive pay for **any accrued and** unused vacation days, up to the maximum allowed for carryover, 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, 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.