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## **Paid Time Off Policy: Non-Exempt (Hourly) Staff**

All full-time non-exempt (hourly) employees are eligible for Paid Time Off (PTO) benefits. A full-time employee is described as one who is scheduled to work 30 or more hours per week. PTO will be paid at the employee's base rate at the time the leave is taken. For those who qualify, PTO accrues monthly upon employment, but cannot be used until the employee has been employed for 90 days. PTO is only accrued according to the schedule in this policy, can only be used after it is earned, and will not be earned during an unpaid leave of absence. An employee can rollover up to one year's worth of PTO into a new fiscal year. When requesting PTO, employees must ensure that they have enough accrued leave available to cover the specified times/dates.

PTO is not included in overtime calculation, and does not include any special forms of compensation such as incentives or bonuses. If a holiday falls during the employee's paid time off, the day will be charged to holiday pay rather than to PTO. Likewise, if the company is closed unexpectedly on an employee's scheduled PTO, the day will not be charged to the employee. Leave taken beyond an employee's available PTO balance will be unpaid unless otherwise required under state or federal law.

Accrued PTO is earned through the last day of active employment, and if paid, will be at the employee's base rate of pay on their last day of active employment. In the event of the employee's death, earned unused vacation time will be paid to the employee's estate or designated beneficiary.

Accrued PTO will be paid if the following conditions are met:

- Full 2-week notice of resignation given

Accrued PTO will NOT be paid under the following conditions:

- Employee is terminated for cause
- Employee fails to give proper resignation notice
- Employee leaves within 90 days of hire

As of December 1, 2015, all newly hired full-time non-exempt staff accrue 15 days of PTO annually. An additional 5 days of PTO will be awarded to full-time non-exempt staff at their 5-year, 10-year and 15-year anniversaries. On both the 20-year and 25-year anniversaries an additional 5 days of PTO will be awarded to be used that year only.

*For details on how to schedule PTO, please refer to the Forward Journey Employee Handbook.*

If you have any questions or desire additional clarification on this policy, please contact the Director of Operations.

## **Paid Personal Days**

### **A. General Provisions**

Effective 9/15/2023, after one year of employment, all full-time non-exempt, hourly staff are allotted two (2) Paid Personal Days (14 hours) to use as needed. The first allotment will be prorated based on date of hire until the end of the fiscal year. After the first allotment, personal days will be available for use at the beginning of each fiscal year (July) and must be used within that year (by June 30 of the following calendar year).

While personal time can be used for any reason, typical personal time requests would include parent-teacher conferences, voting, preparing for a family holiday party, visiting healthcare professionals for preventive treatment, taking a close relative for healthcare treatment, staging their home for a potential buyer, special religious observances, funerals, weddings, “good health day” and so forth.

### **B. Eligibility**

All full-time non-exempt, hourly staff are eligible to participate under the provisions of this policy.

### **C. Process**

The employee staff must complete a “Staff Time Off Request Form” at least one week in advance when possible, noting the requested date as Personal Day and submit it to their direct manager. The manager will approve or deny the request and provide the form to the Administrative Assistant for processing and employee notification.

Emergency requests for Paid Personal Days must be made by calling or texting the direct supervisor. The employee must complete the “Staff Time Off Request Form” for processing after returning to the office.

### **D. Requirements and Parameters**

- Like PTO, Paid Personal Days can be used in time increments of 15 minutes. Employees do not need to take the entire day off to use Paid Personal Day time.
- Unlike PTO, Paid Personal Days cannot be carried over from year to year. All days must be used within the same fiscal year or else they will be forfeited.
- Unused Paid Personal Days are not eligible for payout at employee resignation or termination, regardless of the notice given.

If you have any questions or desire additional clarification on this policy, please contact the Director of Operations.