

Policy 17 Paid Time Off (PTO)

17.01 General Provisions

- (a) Purpose. The purpose of paid time off (PTO) is to provide employees a flexible means of accruing and utilizing paid leave. Flexibility is vital for work-life balance and PTO provides employees the autonomy to manage time away from the workplace.
- (b) Paid Time Off (PTO). PTO includes all paid leave previously available under vacation, floating holiday, sick, and funeral leave. PTO is intended to substitute paid leave for missed work time, and can be utilized for any purpose, subject only to necessary request and approval procedures as established by the County and its departments. PTO may be used in increments of one-quarter hour or more.
- (c) Eligibility. All Regular full-time, Regular part-time, and Regular Project employees are eligible for paid time off (PTO) benefits.
- (d) Part-Time Employees. The schedule of PTO earnings listed below is based on hours worked and applies to all Regular full-time, Regular part-time, and Regular Project employees.
- (e) Definitions. In this Policy, the terms “year” and “year of employment” refer to the period from the employee’s date of hire through the following December 31, which is the “year of hire,” and then to subsequent calendar years.

17.02 PTO Earnings

- (a) Accruals. PTO for part-time and full-time employees will accrue based on hours in a paid status during a pay period, up to a full-time status.

PTO is not accrued when in an unpaid status. PTO is not accrued on overtime hours. Part-time employees will accrue PTO for additional hours worked each pay period up to the equivalent of a comparable full-time position.

PTO accrual rates are not subject to any other modifiers, such as those that impact wages like overtime rates, shift differentials, etc. PTO accruals are based on hours worked.

While PTO accumulates beyond hundredths of an hour, employees will continue to mark their timecards in quarters of an hour.

PTO is available for use once it has been credited to the PTO Bank.

- (b) General Schedule of PTO Earnings. Employees earn PTO for every pay period based upon the number of hours in a paid status. Hours earned are added to the employee's PTO bank on the first day of the next pay period. The hours are tied to a

multiplier, based upon years of service as defined below, except as otherwise provided by this policy:

Min Years	Max Years	Days Earned	Multiplier
1	2	25	0.0962
3	4	27	0.1038
5	6	29	0.1115
7	8	31	0.1192
9	10	33	0.1269
11	12	35	0.1346
13	14	37	0.1423
15	16	39	0.1500
17	18	41	0.1577
19	+	43	0.1654

(c) Accrual Limits. An employee's accrued PTO bank shall not exceed 60-days (using either a 7.5 hours/day or 8.0 hours/day calculation) at any given time. Once an employee's bank reaches the maximum 60-days limit (450 or 480 hours) the employee will continue to earn hours which will be placed into an Extended Leave Bank (ELB) (see below). If the employee's PTO bank then falls below the limit, PTO accrual will resume.

(d) Movement to Higher Multiplier. Employees become eligible for the higher accrual rate based upon the rate that aligns with their years of service with the County as of January 1 each year.

(e) Sworn Non-Represented Management Deputies Employees of the Sheriff's Office. Non-represented deputies (command staff) at the Sheriff's Office will follow a schedule of separate vacation, holiday, sick leave, and funeral leave rules based on the benefit rules governing represented deputies in the department. Rules include accrual, usage, payout, and carryover with the exception of Policy 20.01(c) Separation Benefit and Policy 27.03 Notice of Retirement or Resignation.

(f) Other Exceptions. To respond to labor market conditions or to enhance recruitment and retention efforts, the Director of Human Resources may authorize PTO or ELB amounts greater than those shown above at the time of hire.

(g) Transition. Those employees who were, as of January 1, 2023, earning a combined amount of vacation, floating holiday, and sick time at a greater rate than would be called for by this policy, will earn PTO at that greater rate indefinitely, unless and until their years of service qualify them for an increase under this policy.

17.03 Extended Leave Bank (ELB)

- (a) Extended Leave Bank (ELB). The Extended Leave Bank (ELB) is a bank of time separate from PTO and contains the hours that were previously earned under the traditional sick leave policy (including "frozen" sick time) and PTO hours earned exceeding the PTO accrual limit.
- (b) Usage. This bank of hours is intended for use in situations where the employee is absent from work due to (1) a medical necessity after three consecutive work days, (2) for events qualifying under the Family and Medical Leave Act (FMLA), (3) Military Leave, (4) an approved ELB Leave of Absence, or (5) Bereavement Leave (up to 5 days after using 2 days of PTO, if available).
- (c) Accrual Limits. There is no accrual limit to the Extended Leave Bank.
- (d) Transferability. Hours in the ELB are not transferrable to other employees or to the PTO bank.
- (e) Payouts. The hours in the ELB are not subject to payout, with the exception of any hours previously identified as "frozen sick time" as described in Policy 20.

17.04 Coordination with FMLA, Leaves of Absence, Military Leave, and Worker's Compensation

- (a) Usage. The County reserves the right to require substitution of PTO, subject to any legal restrictions. An employee will be required to use PTO leave for unpaid leaves including any Federal-only FMLA qualifying leave including, but not limited to, intermittent leaves.
- (b) Military Leave. Rules covering PTO accrual and usage shall apply to any County employee who is called to active duty as a result of membership of the National Guard or Military.

17.05 PTO Rules

- (a) PTO Day. A PTO day consists of 7.5 hours for employees whose regular weekly schedule is 37.5 hours and consists of 8 hours for employees whose regular weekly schedule is 40 hours. PTO earnings will be translated into hours based on the employee's regular work schedule at the time earned.
- (b) Scheduling. Departmental rules will control the method and time for employees to request PTO use, the number of employees who can take PTO on a given day and other matters related to scheduling of PTO.
- (c) Holidays. PTO need not be used on a regular holiday unless the employee is otherwise scheduled to work that day.

(d) Unpaid Leaves of Absence. Except for qualified FMLA leave or Military Leave, unpaid leave may not be taken until such time that paid leave banks have been exhausted. The Director of Human Resources may allow exceptions to this rule for newly-hired employees.

(e) Termination. Terminating employees may be eligible for the payment of earned but unused PTO in accordance with the provisions set forth in Policy 27.