I. Purpose

Tracking of PTO Hours.

II. Objective

Provide for the accurate entry of PTO hours

III. Procedures

A. When an Employee is hired the Human Resource Director, or assigned employee, will set up an employee for the proper PTO level in the payroll system.

B. The payroll system will calculate PTO hours earned based on hours worked each payperiod. The earning rate per hour is based on number of years service and Leadership/Non Leadership position levels which can be found in the Employee Benefit Handbook.

C. Staff positions authorized for correction of PTO entry are:
   1. Director of Human Resources
   2. Director of Finance

D. Balances may be checked by employees anytime using their employee dashboard on the payroll system.

E. Full time employees are allowed to carry over a maximum of 80 hours (two weeks) of PTO per year. Part-time employees are allowed to carry over the equivalent of two weeks per year. Roll-over will take effect July 1st of every year. Every employee that has over 80 hours PTO will be reduced to 80 hrs full time, part-time 40 hrs.

Any unused PTO hours will be donated to the Employee Assistance Fund.

Approved by: ____________________________  Date 1/14/2021

Director of Finance

Approved by: ____________________________  Date 1/15/2021

Chief Executive Officer