

ST. JOSEPH ACADEMY
(SJA)

Department:	Finance
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I. Purpose

Tracking of PTO Hours.


II. Objective

Provide for the accurate entry of 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 my 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: 
Director of Finance

Date 1/14/2021

Approved by: 
Chief Executive Officer

Date 1/15/2021