**Paid Time Off**

**Definition:**

Paid time off (PTO) provides all full and part-time employees with paid time away from work that can be used for **vacation, personal time, personal illness or time off to care for dependents**. PTO must be scheduled in advance and have supervisory approval, except in the case of illness or emergency. Approval for all PTO requests is at the discretion of the Supervisor, based on the business needs of the department. To satisfy your preferences, as well as to meet the staffing needs of our organization, PTO requests should be made well in advance. Requests will be granted on a first come, first serve basis, subject to factors such as staffing requirements, work flow and customer needs.

**The PTO policy takes the place of sick, absence, personal time and vacation**. All time away from work will be deducted from the employee’s PTO bank in hourly increments with the exception of fixed organization holidays and time off in accordance with organization policy for jury duty, or military duty. Accrued PTO can be carried over to the following calendar year up to a maximum of 5 days but must be used within that carrier over year. Employees who fail to plan appropriately for the usage of their PTO days throughout the calendar year may place themselves in a position where their full utilization of PTO days may not be possible at the end of the calendar year.  There will be no exceptions to the carry over rule.

**No more than two consecutive weeks are to be scheduled for PTO. This will not be approved and there will be no exceptions. If an employee is absent for more than three full days due to illness they should consider taking a Family Medical Leave. Please see the Family Medical Leave Section to see what circumstances apply.**

**Eligibility:**

All full and part-time employees are eligible to earn PTO. Part-time employees earn it at a rate equal to 50 percent of a full-time employee’s rate.

PTO is earned on a monthly basis and credited to an employee’s PTO bank on the first day of the month following the month that PTO was earned. PTO is not earned for months when unpaid leave is taken or short or long term disability benefits are paid.

PTO is not earned by temporary or contract employees.

PTO is earned on the following schedule:

|  |  |
| --- | --- |
| **Years of Service** |  |
| 0 to 2 | 18 days/year or 12 hours/month |
| 3-4 | 23 days/year or 15.333 hours/month |
| 5+ | 28 days/year or 18.666 hours/month |

Annual PTO Accruals are based on an employee having 2080 paid hours per year (40 hours per week).
No PTO hours will accrue beyond the maximum accruals listed.

**Administration:**

PTO must be scheduled as early as possibly in advance, according to department policy, and have supervisory approval. Use of PTO that is not scheduled and approved 48 hours before the scheduled start time and use of PTO in excess of the amount that will be accrued in the calendar year will be considered unscheduled/ unapproved PTO incidence, resulting in disciplinary action. PTO taken in excess of the amount that will be earned during the calendar year will be without pay.

An employee will be counseled when the frequency of unscheduled absences adversely affect the operations of the department. The supervisor may request the employee to provide a statement from his or her health care provider at any time concerning the justification for an unscheduled absence. PTO may not be used for missed time because an employee reports late to work. PTO is paid at the employee’s straight time rate. PTO is not part of any overtime calculation. Employees are required to use available PTO when taking time off from work with the exception of a organization-required absence due to low workload or absences occasioned by the organization.

**Payment upon Termination:**

After 90 days of employment, an employee will be paid upon resignation, separation or retirement for all PTO hours accumulated but not used in accordance with Illinois State Law. Employees whose positions are eliminated through a reduction in force or reorganization or are whose hours drop below 20 hours per week are paid PTO on the effective date of the termination.