

Policy & Procedure

Policy Title: Paid Time Off (PTO) of Accrual Rates
Policy Number: 311

Purpose: This policy provides guidelines for how the organization administers paid time off for eligible employees for use for vacation, personal time, and sick time while ensuring the accrual rates align with the employee's role within the organization.

Policy: PTO accrues per pay period based on the employee's position and length of service.

Accrual Packages for Full-Time Employees: Accrual packages are administered based on the following position classifications:

- **Executives (including the CEO, CFO, etc.)**
 - Executives will accrue paid time off at the Tier (4) rates.
 - All accruals will be capped at the maximum accrual amount.
- **Designated Exempt Positions (e.g., Directors, Senior Managers)**
 - Exempt managers will accrue paid time off at the Tier (2) rates at the time of hire and, after four (4) years of service, will adjust accordingly based on length of service.
 - All accruals will be capped at the maximum accrual amount.
- **All Other Exempt and Non-Exempt Eligible Full-time Employees**
 - All other exempt and non-exempt employees will accrue paid time off at Tier (1) rates at the time of hire.
 - All accruals will be capped at the maximum accrual amount.

ORGANIZATIONS BENEFIT TIME ACCRUAL RATES (PER PAY) FOR ELIGIBLE FULL TIME EMPLOYEES					
Tier	Tier (1)	Tier (2)	Tier (3)	Tier (4)	MAX ACCRUAL
Length of Service	0 to 1 Yr.	1 to 4 Yrs.	4 to 10 Yrs.	10+ Yrs.	
Vacation	1.53	3.06	4.61	6.12	200.0
Sick	3.69	3.69	3.69	3.69	480.0
Personal	1.23	1.23	1.23	1.23	32.00

Accrual Packages for Part-Time Employees: Part-time employees will not receive any accrual balance at the time of hire. The employee will accrue time off based on the following schedule:

ORGANIZATIONS BENEFIT TIME ACCRUAL RATES (PER PAY) FOR ELIGIBLE PART TIME EMPLOYEES		
Tier	Tier (1)	Tier (2)
Length of Service	0-1 Yr.	1+ Yrs.
Personal	0.60	1.28
Max Accrual	16.00	36.00

Length of Service Guidelines: The length of service will be calculated from your hire date based on Months in Position.

- 0-1 year = 0 months - 11 months
- 1-4 years = 12 months - 47 months

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- 4-10 years = 48 months - 119 months
- 10+ years = 120 months +

Updated: September 1, 2024