

## **Paid Time Off—Hourly Employees**

Applies to: Hourly (non-exempt) benefits-eligible employees not covered by a collective bargaining agreement

### **Policy Statement:**

#### **Personal Time**

An hourly employee uses personal time to cover days taken off due to personal reasons. Employees may use personal time when they arrange for it in advance with their supervisors. To use personal time, the employee must call in or otherwise notify his or her supervisor each time he or she is absent for any reason. If he or she fails to do so, the supervisor may deny him or her the use of personal time. If an employee is absent for more than three consecutive workdays without notifying his or her supervisor, he or she is considered to have voluntarily quit without giving notice.

Personal time can be taken in whole day or hourly increments. For example if an employee has an appointment at 8AM, he or she can take 8 to 10 AM as personal time and work the rest of the shift (10 to 5) at the normal hourly rate—thereby using two hours of his or her personal time.

On July 1 of each year, an employee's paid time off allotment is credited with 11 personal time days. Personal time should be used by the last day of the pay period of the fiscal year. If an employee has worked less than 12 months, they are credited personal time based on the following:

#### ***Allowance within the First Year of Employment from Date of Hire***

July 1–September 30	= 10 days
October 1–December 31	= 8 days
January 1–March 31	= 5 days
April 1–June 30	= 2 days

#### ***Changes/ Corrections to Recorded Personal Time***

Please check your pay stub each pay period. If personal days have been incorrectly recorded please notify your supervisor. Payroll/EIS must be notified within 30 days of the pay date in which the personal days are incorrectly recorded to change the status.

#### ***Unused Personal Time***

At the end of the fiscal year, an employee can carry over up to five days of personal time into the next fiscal year, resulting in a maximum allowance of 16 days in that year.

Unused personal time is not payable at termination and may not be used as the final day of employment. Personal time cannot be taken during the period of termination notice without the express approval of his or her supervisor in consultation with Human Resources.

### **Vacation Time**

Hourly employees are credited at the beginning of each fiscal year with vacation time in accordance with the following schedules:

#### ***Hourly Employees–Continuous Service as of July 1***

Under 1 year	= 1 day for each month of service, with a maximum of 10 days
1–3 years	= 10 days
3–15 years	= 15 days
15+ years	= 20 days

#### ***Non-Union Service Employees–Continuous Service as of July 1***

Under 1 year	= 1 day for each month of service, to a maximum of 10 days
1–5 years	= 10 days
5–12 years	= 15 days
12–20 years	= 20 days
20+ years	= 25 days

An employee's annual allowances will further be based upon the scheduled hours per week and actual months the employee worked during the previous fiscal year. An employee does not earn for the period he or she is either on an unpaid leave of absence, laid-off, or working in a temporary status. Employees should use vacation time by the last day of the pay period of the fiscal year.

### ***Anniversary Allowance***

During the anniversary month in which a regular, hourly employee completes 3 or 15 years of continuous service; or a non-union service employee completes 5, 12, or 20 years of continuous service; additional vacation will be granted on a pro-rated basis depending upon the month in which the employee was hired.

<u>Anniversary Month</u>	<u>Additional Vacation Eligibility</u>
July–September	= 5 days
October	= 4½ days
November	= 4 days
December	= 3½ days

January	=	3 days
February	=	2½ days
March	=	2 days
April	=	1½ days
May	=	1 day
June	=	½ day

### ***Scheduling Vacations***

Employee vacation schedules are subject to the department's work requirements and employees must have advance supervisory approval. Unused vacation may not be carried over from one fiscal year to the next. Pay in lieu of vacation is not allowed, except at termination of employment. If a paid holiday falls within a vacation period, that day is counted as a holiday rather than vacation. An employee should not take vacation time just prior to termination of employment.

### ***Changes/ Corrections to Recorded Vacation Time***

Please check your pay stub each pay period. If vacation days have been incorrectly recorded please notify your supervisor. Payroll/EIS must be notified within 30 days of the pay date in which the vacation days are incorrectly recorded to change the status.

### ***Unused Vacation:***

When department operations or some other significant circumstance precludes an employee from using their vacation time during a particular year, a supervisor may request a carry over of up to 5 days into the following fiscal year. The 5 carry over days are additional vacation days on top of any other regular vacation days accrued by the employee. Requests should be made by the supervisor to the human resources consultant. Requests should not be based solely on the employee not wanting to lose unused hours.

### ***Vacation at Termination***

Vacation may not be used as the final day of employment.

### **Documentation:**

Employees should track all time off, either personal or vacation, on their timesheets. Balances for available paid time off for hourly employees are shown on their pay stub.