



## PAID TIME OFF POLICY (PTO)

**Policy Effective: May 1, 2024**

### **Purpose**

Sunshine Village recognizes that employees have diverse needs for time off from work and, as such, Sunshine Village has established this paid time off (PTO) policy. The benefits of PTO are that it promotes a flexible approach to time off by combining vacation, sick, and personal leave. Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserves if there is a need to cover vacation, illness or disability, appointments, emergencies, or other situations that require time off from work.

### **Eligibility**

PTO is accrued upon hire or transfer into a benefits-eligible position. Eligible employees must be scheduled to work at least 10 hours per week on a regular basis. Employees working less than 10 hours per week on a regular basis, per diem and temporary employees are not eligible to accrue PTO. (Employees excluded from PTO accruals, but who qualify for paid sick time under the Massachusetts Earned Sick Time law will accrue sick time at the rate of 1 hour for every 30 hours worked).

### **Procedures**

#### **Availability**

PTO accruals are available for use in the pay period following completion of 90 days of employment. All hours thereafter are available for use in the pay period following the pay period in which they are accrued.

#### **Accrual and Payment of PTO**

Accruals are based upon paid hours up to 2,080 hours per year, excluding overtime. Employees working less than 40 hours per week and at least 10 hours per week will earn PTO hours on a pro-rated basis. Length of service determines the rate at which the employee will accrue PTO. PTO does not accrue on unpaid leaves of absence. PTO does not accrue on benefits cashed out and paid upon termination. Employees become eligible for the higher accrual rate on the first day of the pay period in which the employee's anniversary date falls.

**Full-time accrual rates (in hours):**

Years of Service	Accrual Rate per Weekly Pay Period (40 hours)	Accrual Rate per Weekly Pay Period (35 hours)	Accrual Rate per Hour Paid	Annual PTO Accrual*Maximum Accrual**
0-1 year	1.8462	1.6170	0.0462	96
1-3 years	3.0769	2.6923	0.0769	160
3-5 years	3.8462	3.3654	0.0962	200
5-6 years	4.7692	4.1731	0.1192	248
6-7 years	4.9231	4.3077	0.1231	256
7-8 years	5.0769	4.4423	0.1269	264
8-9 years	5.2308	4.5769	0.1308	272
9-10 years	5.3846	4.7115	0.1346	280
10+ years	5.6923	4.9808	0.1423	296

*\*Accrual rates will be pro-rated*

\*Annual PTO accruals are based on an employee having 2,080 paid hours per year (40 hours per week).

\*\*No PTO hours will accrue beyond the maximum accruals listed.

**Use and Scheduling of PTO**

Employees are required to use available PTO when taking time off from work. PTO may be taken in increments of as low as fifteen minutes. The maximum amount of PTO is equivalent to the employee's standard weekly hours.

Whenever possible, PTO must be scheduled in advance. PTO requests will be accepted up to six months in advance. PTO is subject to supervisory approval, department staffing needs and established departmental procedures.

Unscheduled absences will be monitored. An employee will be counseled when the frequency of unscheduled absences adversely affects the operations of the department. The supervisor may request that the employee provide a statement from a health care provider concerning the justification for an unscheduled absence.

When PTO is used, an employee is required to use PTO hours according to his or her standard schedule. For example, if an employee works a six-hour day, he or she would request six hours of PTO when taking that day off. PTO is paid at the employee's straight time rate. PTO is not part of any overtime calculation.

**Commented [CP1]:** This was in there to cover the transition, but we don't want anyone doing this now.

**Payment upon Termination**

In accordance with Massachusetts law, an employee will be paid upon resignation, separation or retirement for all PTO hours accumulated but not used.

**Vacations:** Sunshine Village may designate certain weeks as “prime time” and thus limit the number of weeks approved during this time period, or approve time off on a rotational basis, in order to be fair to employees desiring time off during these times.

Summer Prime Time will be defined as Memorial Day week through Labor Day week.

Holiday Prime Time will be defined as the weeks of Thanksgiving, Christmas, and New Year’s.

Requests in excess of two weeks must be submitted to the Executive Director or their designee for approval.

**Holidays:**

Sunshine Village reviews the holiday calendar each year to determine the annual holiday schedule and will determine the holidays that will be observed on an annual basis. Employees working at employment sites or under specific contracts may have a separate holiday schedule. Nonexempt hourly employees who are classified as regular, employees are eligible to receive holiday pay. Holiday pay is not considered part of PTO.

Staff members are expected to work the last workday before a holiday and the first workday after a holiday, unless on vacation or otherwise excused in advance. If a staff member calls in sick before and/or after a holiday and does not have a doctor’s note, the employee will not be paid for the holiday.

**Sick Time:**

Employees should stay home when ill. The accrual rates have factored in up to 56 hours of sick time, which is the same benefit that Sunshine Village was providing prior to this policy, as well as 16 hours more than is required by the Massachusetts Earned Sick Time Law.

Time away from work due to sickness can be any of the following reasons;

1. Care for the employee’s child, spouse, parent, or parent of a spouse, who is suffering from a physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care;
2. care for the employee’s own physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care;
3. attend the employee’s routine medical appointment or a routine medical appointment for the employee’s child, spouse, parent, or parent of spouse; or
4. address the psychological, physical or legal effects of domestic violence.

Sick Bank- Employees who still carry a balance of Banked sick time can use that time for any absence that is three days or longer in duration. No time was added to the sick bank after 1/1/2021.

This policy replaces all prior policies related to paid time off (PTO, vacation, personal, and sick time). This policy is subject to change. Amendments may be made to this policy as business needs necessitate.

My signature below indicates that I have read this policy, and have been provided an opportunity to ask questions.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

