

(ILAH) Exclusive Casual Employees Paid Time Off	Last Revision: August 2005
	Applies to the following THA Group of companies: <ul style="list-style-type: none"> • Independent Life At Home

POLICY

The organization provides paid time away from work (Paid Time Off or PTO) for a limited number of **Exclusive Casual** employees. Exclusive Casual employees must: a) work only for ILAH, and b) accept all assignments offered.

PROCEDURE

A. Benefit Accrual

1. Rate of Accrual

- a) PTO is accrued by eligible employees every pay period in fractions of a day. This time accumulates in the employee's "PTO bank" so that it is available for vacations, designated holidays, personal or family illness, funerals, or other personal time away from work.
- b) Exclusive Casual employees accrue a maximum of 144 hours (18 days) annually.
- c) Calendar Year – Employees cannot carry over any PTO hours each calendar year. All PTO must be used or will be forfeited.

2. Accrual during the Probationary Period of Employment

- a) Eligible employees begin to accrue PTO on the date they are classified as Exclusive Casual.
- b) PTO accumulates in an employees "bank" during the initial 90-day probationary period of classification, but can only be used if employment is extended beyond the initial 90-day probationary period following classification as Exclusive Casual.

3. Leave of Absence - PTO is not accrued during unpaid leave of absence.

4. Employee Separation

- a) Employees who separate from the organization for any reason following completion of the probationary period will be paid accrued PTO minus designated holidays.
- b) Accrued PTO is generally paid the pay period following receipt and processing of separation reports.

B. PTO Allowance Requirements

1. PTO must be used in increments of at least ½ day.

C. Responsibilities of the Employee

1. Prior to requesting PTO, it is the responsibility of the employee to ensure that sufficient time has been accrued in their bank. Time Off is not accrued when PTO is utilized.
2. Time off that is taken without sufficient accrual will not be paid.
3. All requests for full day and ½ day PTO benefits must be submitted in writing [PTO Request Form] and approved in advance by the employee's supervisor in order to be paid.
 - a) PTO will be approved depending on the workload and the number of requests being considered.
 - b) PTO requests submitted at least two weeks in advance will receive priority over last-minute requests.
4. Employees who demonstrate a pattern of sick call in excess of available PTO will be subject to verbal and written counseling as indicated.
5. If an employee is unable to attend work due to an emergency or sudden illness, it is the responsibility of that employee to contact their immediate supervisor or his/her designee at least three to four hours prior to the start of work.

D. Responsibilities of Management

1. Decisions related to scheduling of staff and control of time specifically for designated holidays and popular vacation periods are made at the discretion of the manager.
 - a) Managers are expected to consider staffing needs carefully prior to approving PTO requests. In the event of a scheduling conflict between two or more employees requesting PTO, the manager will make the final decision by considering such factors as: seniority, date the request was submitted, operational needs, and previous PTO days requested and/or granted.
 - b) Managers can request monthly reports of employee accrued time off from Payroll and will be responsible for verifying that the amount of time requested by the employee has actually been accrued and is available for use.

2. Managers distribute approved and non-approved Time Off request forms as follows:
 - a) Original request form to Human Resources for filing.
 - b) HR forwards one copy to Payroll for adjustment of employee records and one copy to the manager's files.
 - c) One copy to the employee indicating approval status and reason for non-approval if indicated.
3. Managers are responsible for proper coding of PTO recorded on the time sheets and/or pay adjustment forms.
4. Managers must obtain the approval of the Vice President prior to authorizing time off without pay.