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| Paid Time Off (PTO) | **Last Revision:** | June 2018 |
| **Last Reviewed:** | June 2018 |
| **Applies to the following THA Group of Companies:** | * Island Health Care * Island Hospice * Independent Life at Home * RightHealth® * THA Services |
| **Included in the following THA Manuals:** | Administrative Policies & Procedures  Talent Management |

### PURPOSE

THA Group provides paid time away from work (Paid Time Off or PTO) as part of the total compensation package for full-time and part-time employees who average at least a 24 hour work week.

### POLICY

**BENEFIT ELIGIBILITY**

1. Employees become eligible for the PTO benefit upon hire or transfer to a full-time or part-time position.
2. Casual employees, independent contractors, and temporary employees are not eligible for PTO benefits.

**BENEFIT ACCRUAL**

1. Rate of Accrual
2. PTO is accrued for eligible employees every pay period. This time accumulates in the employee’s “PTO bank” so that it is available for vacations, designated holidays, personal or family illness, or other personal time spent away from work. PTO is not accrued during unpaid leave.

The rate at which PTO accrues is based on years of continuous full- or part-time service to the organization. Previous periods of employment with separation are considered when assigning accrual rates when the time of separation is less than 6 months. A change from full-time/part-time to casual status is also considered a break in service for purposes of determining PTO accrual rates.

**PTO Accrual for Employees with a Work Week average of at Least 24 hours or .6**

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| **Completed Years of Service** | **Additional Days** | **Full-Time** | **4 days/wk**  **.8 FTE** | **3 days/wk**  **.6 FTE** |
| Less than 2 years |  | 17 days | 13.6 days | 10.2 days |
| 2 years | +1 | 18 days | 14.4 days | 10.8 days |
| 3 years | +1 | 19 days | 15.2 days | 11.4 days |
| 4 years | +3 | 22 days | 17.6 days | 13.2 days |
| 5 years | +1 | 23 days | 18.4 days | 13.8 days |
| 6 years | +1 | 24 days | 19.2 days | 14.4 days |
| 7 years | +1 | 25 days | 20 days | 15 days |
| 8 years | +1 | 26 days | 20.8 days | 15.6 days |
| 9 years | +1 | 27 days | 21.6 days | 16.2 days |

B. Accrual During the Learning Period of Employment

* 1. Eligible employees begin to accrue PTO on the date they are hired or transferred.
  2. PTO accumulates in an employee's “bank” during the initial 90-day learning period of employment but can only be used if employment is extended beyond the initial 90-day learning period.
  3. Any days not worked other than company designated holidays during the probationary period are unpaid.

C. Leaves of Absence - PTO is not accrued during unpaid leaves of absence.

D. Employee Separation or Change in Status

* 1. THA Group requests notice for employees who voluntarily resign. In order to provide for an orderly transition, PTO during the employee’s final weeks will not be granted without approval by the President and CEO. **Please see Separation policy for more information.**
  2. Provided sufficient notice has been given, employees who voluntarily separate from the organization following completion of 1 year of service will be paid 50% of accrued PTO. Employees who fail to provide sufficient notice will forfeit any accrued PTO.
  3. Employees who are involuntarily separated following completion of 1 year of service will be paid 50% of accrued PTO. However, management reserves the right to withhold payout of accrued PTO when the separation is the result of violation of the company policy.
  4. Employees who are reclassified from full- or part-time to casual/PRN status are paid 50% accrued PTO, provided they have completed 1 year of service and have given sufficient notice for their change to PRN status.
  5. Any accrued Plus Time is forfeited at the time of separation or change to casual/PRN status.
  6. Accrued PTO is paid the pay period following receipt of all company equipment and property and processing of separation reports.

**TIME OFF REQUESTS**

1. PTO Allowance Requirements
2. PTO must be used in ½ day increments for clinicians and exempt employees. Non-exempt employees may use increments of 1 or more hours, up to 8 hours a day to make up time. Management approval is required. In lieu of using PTO, an employee may take 1-2 hours away from work and make that time up with no PTO charged if done in the same 7 day week. Again, management approval is required, decision is based upon business need.
3. Up to 10 days of PTO can be carried over at the end of each calendar year.
4. PTO in excess of 10 days is transferred to a Plus Time Bank for use in the event of an extended illness (greater than 2 days).
5. PTO accruals will be monitored quarterly in order to equalize distribution of days off and to ensure employees are able to use their available hours before the end of the calendar year.
6. Part-time employees are not eligible for Plus Time Bank.
7. PTO Requests During the Holiday Season

THA Group is committed to its employees and to honoring, to the extent possible, employee requests for time off during the holiday period from Thanksgiving through New Year’s Day. At the same time, our focus on providing continuously high-quality service to our clients necessitates careful planning to ensure we have staff available to meet our commitments.

* + 1. The day after Thanksgiving is designated as a regular work day. Employees wishing to take that day off must request PTO. PTO requests will be reviewed and will be granted based on the availability of sufficient staff to cover the holiday.
    2. For the Christmas and New Years Holidays, employees may take up to 3 consecutive PTO days in addition to the holiday itself.
  1. Employees requesting an exception to the 3-day rule should do so in writing to their supervisor.
  2. All requests for exceptions will be reviewed by the Coordinating Council and must be approved by the President and Chief Executive Officer.
     1. PTO will be granted based on
        1. Coverage necessity, and
        2. PTO taken during the previous holiday season.
     2. As many requests as possible will be honored, provided adequate staffing is ensured.
     3. PTO requests for these holidays must be submitted to the employee’s immediate supervisor no later than **October 1** of each year.

1. Responsibilities of the Employee  
     
   A completed PTO form must be submitted to the employee’s supervisor requesting time off. This form can be accessed via the [employee portal on the company website](http://www.thagroup.org/request-for-paid-time-off-pto/).  
   * 1. Prior to requesting PTO, it is the employee’s responsibility to ensure that sufficient time has been accrued in their bank. Time Off is not granted unless sufficient time is in the employee’s PTO Bank.  
          
        It is also the employee’s responsibility to check the applicable PTO calendar to ensure that coverage is available during his or her absence. Use of preapproved PTO is contingent on the availability of sufficient accrued hours to cover the time off. Employees who exhaust their PTO bank prior to taking preapproved time off must request unpaid time off from the President and CEO. These requests should be completed using the Unpaid Personal Leave of Absence Form.
   1. Time off without sufficient accrual may be granted only by the CEO. If PTO is granted by the CEO without sufficient accrual, the time off will be without pay.
   2. All requests for full day and partial day PTO benefits are submitted in writing via the PTO Request Form and approved in advance by the employee’s leader in order to be paid.
2. PTO is approved depending on the workload and the number of requests being considered.
3. PTO requests need to be submitted at least two weeks in advance.
4. PTO requests are limited to no more than 10 consecutive days unless approved by the CEO on an exception basis.
   1. Employees on non-medical approved leaves of absence must request and receive PTO until expended. [See Leave of Absence Policy (non-FMLA)]
5. Responsibilities of Management
   * 1. Decisions related to scheduling of staff and granting of time off, particularly for designated holidays and popular vacation periods, are at the discretion of the manager.
6. 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 makes the final decision by considering such factors as: seniority, date the request was submitted, operational needs, and previous PTO days requested and/or granted.
7. The Manager and the Payroll Department are responsible for verifying that the amount of time requested by the employee has actually been accrued and is available for use.

### PROCEDURE

* 1. Employee requests time off at least 2 weeks in advance by completing the Request for PTO form and submitting it to the employee’s manager.
  2. Managers distribute approved and non-approved Time Off request forms as follows:

1. Original request form to Payroll for adjustment of employee records. Payroll also maintains a time off calendar to ensure accurate tracking of benefit distribution.
2. One copy to manager’s files