

## **PAID TIME OFF (PTO) FOR HOURLY EMPLOYEES (Section 305)**

The purpose of Paid Time off (PTO) is to provide employees with paid time when **CLINIC NAME** is closed during their normal work schedule. (For example: the work schedule falls on a holiday or break period, i.e. Spring or Christmas Break).

PTO will be administered as follows:

1. PTO hours will be granted to each employee on January 1 of each year.
2. The number of hours will be issued based on the number of hours the employee worked in the previous calendar year or in the case of a new employee, the number of hours hired to work per week. See the PTO formula below to determine the number of hours.
3. Employees that resign or are terminated will be paid for any unused PTO time
4. If an employee's scheduled hours increase mid-year, additional hours will be granted using the prorated method based on the projected number of increased hours. Hours will not be reduced mid-year if an employee's hours are reduced. However, the following January 1<sup>st</sup>, the hours granted will fall in the matrix of this policy.
5. New employees will receive a prorated number of hours after ninety (90) days of employment. The ninety-first day (91<sup>st</sup>) of employment will begin the prorated calculation and be based on the number of hours for that position
6. PTO hours must be used within the calendar year and cannot be carried over.
7. PTO taken will be subtracted from the employee's granted time in four (4) hour increments, unless the remaining balance is less than four (4) hours. This will be administered by the executive director.

### **PTO FORMULA:**

A full-time employee would be granted 80 PTO hours annually in January.

The formula used to calculate the PTO for part-time employees is: 80 hours multiplied by the total number of hours actually worked in the previous year, divided by 2080 (which equals hours full time employees work) equals the number of PTO a part-time employee has earned for the current year.

**Example:** Employee A worked 1830 hours in previous year  
 $80 \times 1830 \text{ divided by } 2080 = 70 \text{ PTO hours}$

Employee B worked 400 hours in previous year  
 $80 \times 400 \text{ divided by } 2080 = 15 \text{ PTO hour}$