

Provide PTO or Paid Leave to Care for Others

Issue:

Lower-wage employees, especially part-time workers, may not have access to paid time off making it difficult to manage sickness and caregiving responsibilities without having a negative impact on finances.

Possible Solution:

Extend paid time off to all employees and permit workers to use their sick days or PTO to care for loved ones, rather than restricting it to personal or sick time.



HR Sample Policy:

The Company recognizes that employees desire and need time away from work for to balance their lives. The Company also understands that employees have a diverse reasons for needing time off. We have established this paid time off (PTO) policy to provide that flexibility for time away from work for reasons such as vacation, personal or family illness, doctor appointments, school, emergencies, volunteerism, and other activities of the employee's choice.

[Applicable if the Company is converting to PTO: The PTO days you accrue, effective (date) replace all existing vacation, sick time, and personal business days that you have been allotted under prior policies. The vacation time you accrued in the past will carry over, in excess of the PTO policy, per the company's guidelines at the time.]

Eligibility

Accrued or Granted:

Option A: If PTO is accrued use this verbiage: PTO is accrued upon hire or transfer into a benefits-eligible position.

Option B: If PTO is granted, use this verbiage: PTO is granted upon hire or transfer into a benefits-eligible position.

[Insert specifics: Full-time and Part-Time] employees who work greater than ["#"] hours per week are benefits- eligible. Temporary, Seasonal, Interns, or Part-time workers with fewer than ["#"] hours per week are not eligible for PTO.

Procedures

How Accrual Works

PTO is added to the employee's PTO bank when the bi- weekly paycheck is issued. PTO taken will be subtracted from the employee's accrued time bank in [select one: one hour/2 hour/ 4 hour/ full day] increments.

Eligibility to accrue PTO is contingent on the employee either working or utilizing accrued PTO for the entire bi-weekly pay period.

PTO is not earned in pay periods during which unpaid leave, short or long term disability leave, or workers' compensation leave are taken.

Employees may use time from their PTO bank in hourly increments. The time that is not covered by the PTO policy, and for which separate guidelines and policies exist, include company paid holidays, bereavement time off, required jury duty, and military service leave.



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HR Sample Policy:

Scheduling PTO

Employees must provide at least ["#" days] notice to take PTO, unless it is for purposes of unexpected illness or emergency. Approval of PTO is based on a first-come basis and is subject to departmental staffing needs, except for illnesses, injuries or emergencies.

In those instances, employees must provide notice as soon as practicable. (see FMLA guidelines for call-off procedures.) Unscheduled absences, that is, those absences resulting from unexpected illness, injury or emergency, will be monitored. If taken frequently, the employee may be subject to counseling and/or required to provide a statement from a health care provider concerning the medical necessity for the unscheduled absences. Optional: PTO cannot be used to cover missed time because an employee reports to work late, except when due to inclement weather.

PTO is paid at the employee's straight-time hourly rate. Optional No Advance: Employees may not borrow against the PTO banks.

Optional Advance: Employees may borrow up to 5 days of PTO. Any and all advanced PTO requires that the employee submit a recoupment form that sets forth the consequences of terminating employment prior to accruing the advanced PTO time.

Carry-Over

Unless state law provides otherwise, PTO must be used within the calendar year it is earned. Otherwise, any unused balance in the PTO bank will be forfeited on December 31st of the year earned.

Termination

Optional A (Depends on State Law): PTO is offered to employees for purpose of enjoyment, rest and/or to handle emergencies during your employment with the Company. For this reason, upon termination any balance in the PTO bank will be lost. In other words, PTO is not paid out at termination.

Option B: Upon termination any earned/acrued but unused time in the PTO bank will be paid in the final paycheck. [Optional: Eligibility for receipt of the payout upon termination, the employee must provide two-week's notice and perform, including attendance, satisfactorily during the two-week notice period.]

Cash Out

To take PTO requires two days of notice to the supervisor and Human Resources unless the PTO is used for legitimate, unexpected illness or emergencies. (Use the Paid Time Off form to request PTO.) In all instances, PTO must be approved by the employee's supervisor in advance. Your Company appreciates as much notice as possible when you know you expect to miss work for a scheduled absence.

