

Part Day PTO

Issue:

In many cases, lower-wage employees must use a full day of PTO in order to take their children to a doctor's appointment or to meet with their social worker to renew their benefits.

Possible Solution:

Allow for PTO to be taken in increments of two or four hours, so employees can schedule appointments without missing a full day of work.

HR Sample Policy:

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.

