I. Purpose/Introduction/Rationale

The College maintains a Paid Time Off (PTO) Program for the purpose of providing staff with the opportunity to take time away from work without loss of compensation. The PTO Program is an inclusive time off program intended for use in connection with vacations, short-term illnesses of 5 days or less, personal business, family care, and other needs which may require time off from work. Eligible staff members accrue PTO hours each pay period based on their job classification, appointment effort and years of service in accordance with an accrual schedule outlined herein below (section V.).

II. Definition

This policy is effective upon receipt and supersedes the vacation and sick leave policies previously in place at the College. All regular full and part-time staff members scheduled to work 1,000 hours and above per year are eligible for PTO. Regular staff members who work less than 1,000 hours per year and temporary employees are not eligible for PTO.

III. Procedure or Application

A. PTO Guidelines

1. PTO Scheduling
   a. To the extent possible, PTO is to be requested and approved by the supervisor in advance. In most cases, one (1) week of advanced notice will be sufficient. However, the amount of advance notice may vary by department depending on operational and staffing needs. In those departments where the amount of advance notice exceeds one (1) week, supervisors are responsible for communicating such notice requirements to affected staff. Supervisors may approve requests for PTO with less than one (1) week of advance notice at their discretion.
   b. Supervisors are responsible for scheduling PTO in a manner, which balances the operational, and service delivery needs of the department with the time off preferences of the staff member. The College reserves the right to deny PTO requests which may have an adverse effect on its operations or cancel previously approved PTO requests if unexpected circumstances arise which require the staff member's attendance at work.
   c. In the event of illness or emergency preventing the staff member from requesting PTO in advance, the staff member must notify the supervisor no later than the start of the shift and explain the need for unscheduled time off. In such cases, the supervisor will assess the need and urgency for unscheduled time off in relation to staffing needs and either approve the time off or direct the staff member to report for work. In the event of illness or emergency preventing the staff member from reporting to work for periods exceeding one (1) day, the staff member must contact the supervisor each subsequent day no later than the start of the shift unless the supervisor indicates there is no need to do so.
do not adhere to these guidelines or who are directed to report for work and fail to do so will not be paid and may be subject to disciplinary action by the College.

d. Regardless of the reason, should a staff member's unscheduled absences occur with such frequency so as to adversely affect department operations and prevent the staff member from meeting their employment obligation of regular and reasonable attendance, the College may take corrective action up to and including termination of employment.

2. PTO Tracking
   a. The College will maintain a PTO account for each eligible staff member and track the beginning balance, current balance, accruals, and usage on a calendar year basis.

3. PTO Reporting
   a. **Non-exempt staff**: Staff members are required to report PTO hours taken during each biweekly pay period by recording the PTO hours on their time sheets. PTO hours taken will be charged against the staff member's PTO account at the conclusion of the biweekly pay period during which it was taken. Staff members taking time off in excess of their available PTO balance shall have such time deducted from their pay for the pay period in which it was taken.
   
   b. **Exempt staff**: Department heads are responsible for reporting PTO usage by exempt staff. PTO taken will be charged against the staff member's PTO account following conclusion of the monthly pay period in which it was taken. Staff members taking time off in excess of their available PTO balance shall have such time deducted from their pay for the pay period following the month in which it was taken.

4. Excused Absence Without Pay in Lieu of PTO
   a. Staff members carrying PTO balances may not opt to take excused absences without pay in lieu of PTO for purposes of saving accrued PTO time. Staff members with insufficient PTO balances to cover requested periods of time off may be granted excused time off without pay at the discretion of the supervisor.

5. PTO Usage During Worker’s Compensation Leave
   a. Staff members may use PTO during the first week (5 working days) of absence from work due to a work related injury, but thereafter will be limited to payments under worker’s compensation.

### B. PTO accrual schedules

1. **Exempt staff**

   a. Full-time staff members working 1,950 hours per year will accrue 187.5 hours of PTO each calendar year, advanced in full to the staff member's PTO account in January but earned at the rate of 15.625 hours per month.

   b. Part-time exempt staff members scheduled to work less than 1,950 hours per year but at least 1,000 hours per year will accrue PTO on a pro-rated basis. The following formula is used to determine the pro-rated PTO hours a part-time staff member will earn per year: 

   $$(\text{Total Budgeted Hours per Year}/1,950) \times 187.5 = \text{Pro-rated Annual PTO}.$$ 

Example: Exempt staff member scheduled to work 1,560 hours per year. To determine the monthly accrual for a part-time staff member, divide the pro-rated annual PTO hours by the number of months in the appointment period:

$$(1,560/1,950) \times 187.5 \times 0.80 \times 187.5 = 150 \text{ Total PTO Hours per Year}$$
c. Staff members may draw against the entire balance credited to their account in January with the stipulation that any PTO taken but not earned prior to separation will be deducted from the staff member's last paycheck.
d. Staff members hired after January 1 will be advanced a pro-rated PTO balance at the time of hire based on the number of months remaining in the calendar year.
e. Those staff members beginning employment between the 1st and the 14th day of a given month will receive a full accrual for that month, whereas those beginning employment on the 15th day of a given month or thereafter will receive 50% accrual for that month. Conversely, those staff members terminating employment between the 1st and the 14th day of a given month will receive 50% accrual for that month, whereas those staff members terminating employment on the 15th day of a given month or thereafter will receive a full accrual for that month. This same standard will be applied for those staff members beginning or returning from leaves of absence or any status not subject to PTO accrual.

2. Non-exempt staff
a. Full-time staff members will accrue PTO based on the following schedule:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>(37.5 Hrs/Week) Biweekly Accrual</th>
<th>(1,950 Hrs/Year) Annual Accrual</th>
<th>(40 Hrs/Week) Biweekly Accrual</th>
<th>(2080 Hrs/Year) Annual Accrual</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-4 years</td>
<td>4.33 hours</td>
<td>112.5 hours</td>
<td>4.62 hours</td>
<td>120.0 hours</td>
</tr>
<tr>
<td>5 - 9 years</td>
<td>5.77 hours</td>
<td>150.0 hours</td>
<td>6.15 hours</td>
<td>160.0 hours</td>
</tr>
<tr>
<td>10 + years</td>
<td>7.21 hours</td>
<td>187.5 hours</td>
<td>7.69 hours</td>
<td>200.0 hours</td>
</tr>
</tbody>
</table>

b. Part-time staff members working at least 1,000 hours per year will accrue PTO on a pro-rated basis. The following formula is used to determine the pro-rated PTO hours a part-time staff member will earn per year: (Total Budgeted Hours Worked per Year/Full-Time Equivalency Basis i.e. 1,950 or 2,080) X Full-time Accrual Rate = Pro-rated Annual PTO.

e.g. Example: Part-time staff member with 3 years of service scheduled to work 1,560 hours per year or 60 hours per biweekly pay period:

Annual $(1,560/1,950) \times 112.5 \times .80 = 90$ PTO hours accrued per annum
Biweekly $60/75 \times 4.33 \times .80 = 3.46$ PTO hours accrued per pay period

c. PTO is earned each pay period based on regular hours worked in connection with eligible full or part-time positions in accordance with the accrual schedule and criteria outlined above.
d. Supplemental straight-time hours worked beyond a staff member’s regular schedule, overtime hours, and hours worked in connection with ineligible appointments are not subject to PTO accruals.
e. Staff members will earn PTO for scheduled hours when absent from work in connection with: PTO, holidays, paid leave of absence, bereavement leave, and jury duty. Staff members will not earn PTO for scheduled hours when absent from work in connection with: excused or unexcused absences without pay, including unpaid leaves of absence; salary
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continuation for short-term disability; worker’s compensation leaves; or long-term disability leaves.

f. Non-exempt employees do not begin accruing PTO time until they have completed the orientation (first 90 days of employment) period, at which time the accrual is retroactive to their start date.

C. PTO account balance and carry forward limits

1. As noted above, the College will maintain a PTO account for each eligible staff member and track the beginning balance, current balance, accruals, and usage on a calendar year basis. Limits are imposed on the amount of PTO that can be maintained as a balance and on the amount of PTO that can be carried forward from one calendar year to the next. Current PTO account balances may not exceed two (2) times the staff members' annual accrual rate. At the end of each calendar year, unused account balances up to the staff member’s annual accrual rate will be carried forward to the next calendar year. PTO current account balance and carry forward limits for full-time staff are reflected below:

<table>
<thead>
<tr>
<th></th>
<th>1,950 Hour Base Account Limit</th>
<th>1,950 Hour Base Carry Forward Limit</th>
<th>2080 Hour Base Account Limit</th>
<th>2080 Hour Base Carry Forward Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Exempt Staff</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0-4 years of service</td>
<td>225.0 Total Hours</td>
<td>112.5 Total Hours</td>
<td>240.0 Total Hours</td>
<td>120.0 Total Hours</td>
</tr>
<tr>
<td>5-9 years of service</td>
<td>300.0 Total Hours</td>
<td>150.0 Total Hours</td>
<td>320.0 Total Hours</td>
<td>160.0 Total Hours</td>
</tr>
<tr>
<td>10+ years of service</td>
<td>375.0 Total Hours</td>
<td>187.5 Total Hours</td>
<td>400.0 Total Hours</td>
<td>200.0 Total Hours</td>
</tr>
<tr>
<td>All Exempt Staff</td>
<td>375.0 Total Hours</td>
<td>187.5 Total Hours</td>
<td>400.0 Total Hours</td>
<td>200.0 Total Hours</td>
</tr>
</tbody>
</table>

Note: The above limits are pro-rated for part-time staff.

2. Staff members' whose PTO current account balances exceed their carry forward limit at the end of the calendar year will forfeit all hours in excess of this limit. Therefore, all staff should take care to ensure that PTO hours in excess of their carry forward limits are exhausted by the end of the calendar year to avoid any forfeiture of PTO.

D. Separation from the college

1. Exempt staff members are required to provide four (4) weeks notice of intent to terminate employment and non-exempt staff members are required to provide two (2) weeks notice. Notice of intent to terminate must be provided in writing to the staff member's immediate supervisor with a copy to the Human Resources Department. Staff members may not use PTO time in lieu of notice of resignation. The last day actually worked will be considered the date of separation from the College.

2. Upon termination of employment, a staff member who has successfully completed three months (90 days) or more of continuous service shall be paid for any PTO earned but not taken, up to the PTO payout limits noted below, except in cases where the terminating staff member has failed to give proper notice of separation or has engaged in willful misconduct at the College.
3. Academic administrators or staff members who transfer to faculty positions shall be paid for earned but unused PTO on record at the time of transfer.

<table>
<thead>
<tr>
<th></th>
<th>Payout Maximum 37.5 Hr. Work Week</th>
<th>Payout Maximum 40 Hr. Work Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Exempt Staff</td>
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<tr>
<td>0-4 years of service</td>
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<td>160 hours</td>
</tr>
<tr>
<td>10+ years of service</td>
<td>187.5 hours</td>
<td>200 hours</td>
</tr>
<tr>
<td>All Exempt Staff</td>
<td>187.5 hours</td>
<td>200 hours</td>
</tr>
</tbody>
</table>

The above payout limits are pro-rated for part-time staff.

E. Grandfather clause

1. On January 1, 1997, the PTO Program superseded the vacation and sick leave programs previously in effect at the College. At the time of conversion, those staff members carrying accrued sick leave balances were permitted to carry forward those hours in a separate sick leave account, called Sick Leave Reserve (SLR), to be used only in the event of a continuous absence due to personal illness or injury lasting five (5) consecutive work days or longer, including those covered under Worker's Compensation. Once Sick Leave Reserve hours are exhausted, they will not be replenished. Sick Leave Reserve balances will not be paid out upon termination of employment.

2. At the time of conversion, those staff members carrying accrued vacation balances in excess of the PTO Program's annual accrual limits (as stipulated in section V. above) were permitted to carry forward these additional hours designated as "grand fathered" PTO. However, in no case was a staff member was permitted to carry forward a combined total of regular and grand fathered PTO exceeding 300 hours. Under the provisions of this policy, no staff member may carry forward from one calendar year to the next a combined total of regular and grand fathered PTO exceeding 300 hours.

3. Grand fathered PTO is maintained in a separate account that is not subject to accrual. Grand fathered PTO balances will be drawn against only in the event that regular PTO has been exhausted. Once Grand fathered PTO is exhausted it will not be replenished. Upon separation, staff members shall be paid for their grandfather PTO balances, subject to the same stipulations provided under section VII.

4. In no case shall a separating staff member be paid for a combined regular and grand fathered PTO balance exceeding 300 hours.

IV. Related Policies or Applicable Publications

See also: Bereavement Leave Policy, Family and Medical Leave Policy, Jury Duty Leave Policy, Military Leave and Reemployment Rights Leave, Parental Leave Policy, Personal Leave of Absence Policy, Domestic Violence Leave Policy

V. Appendices/Supplemental Materials

N/A

VI. Rationale for Revision

N/A