



## Vacation Paid Time Off Policy/Paid Holiday

Replacement of pages 16 - 18 of Employee Handbook  
Updated 2/7/20

### PAID TIME OFF

Connections for Independent Living allows employees to accrue Paid Time Off (PTO). This paid time is for employees to do with as they wish or as their needs present. For example, PTO may be used to take time off for vacation, illness, family illness, personal matters or for any other reason.

If during the course of the year all PTO is used for vacation and an illness occurs, PTO will have been exhausted. You are urged to use PTO to ensure a good personal balance between leisure and unexpected absences.

Eligible employees will accrue Paid Time Off each pay period based upon the following schedule:

Length of continuous employment	Paid Time Off
After 90 days	80 hours
After 1 year	120 hours
After 2 through 10 years	160 hours
After 10 years+	200 hours

Paid Time Off must be scheduled with an immediate supervisor and receive approval. Hourly wage/non exempt employees may take PTO in whole hourly increments. PTO should be scheduled to interfere as little as possible with the normal operation of business at Connections for Independent Living and to avoid excessive workloads for other employees during peak periods. If two or more employees request the same day(s) off, preference will be given to the employee with regards to workload distribution and seniority.

PTO is paid at the employee's base pay rate at the time of absence. It does not include overtime or any special forms of compensation such as incentives, commissions, or shift differentials. Paid Time Off is included in the calculation of overtime (which is not permitted, see overtime guidelines in Employee Handbook).



#### MAXIMUM ACCUMULATION CAP

Employee's are not eligible to earn any additional PTO once they have reached the maximum cap of 200 hours. Employees will begin to earn PTO at their scheduled rate once their PTO falls below the maximum cap.

Employees taking non-FMLA leave may still accrue PTO during their non-FMLA leave time period. Employees must exhaust all PTO before beginning the certification process for non-FMLA leave.

Upon exiting Connections for Independent Living, an employee will be compensated for accrued unused PTO time through the last day of employment, up to a maximum of the capped allowance.

#### PAID HOLIDAYS

Connections for Independent Living recognizes and observes the following days as paid holidays for all staff. Notated Holidays may be used as "floating Holidays" to be used within the same calendar year. If a paid holiday falls on a Saturday, the Friday prior will be recognized, if the paid holiday falls on a Sunday, the following Monday will be recognized. All 0.5 FTE and below employees receive 4 hours of holiday time, all 1.0 FTE employees receive 8 hours of holiday time.

- New Year's Day (1/1)
- Martin Luther King Jr. Day\*
- President's Day\*
- Memorial Day
- Independence Day (7/4)
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve (12/24)
- Christmas Day (12/25)
- New Year's Eve (12/31)

\*Denotes Floating Holiday which may be taken on calendar day or taken at a later date within the same calendar year. Cannot be banked for PTO and does not carry over to subsequent calendar years.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_