



POLICY: Paid Time Off: Non-Exempt (Hourly) Employees

<i>Original Implementation Date:</i>	9/2019	<i>Date Reviewed/ Revised:</i>	4/18/23	<i>Area of Responsibility:</i>	Human Resources	<i>Version:</i>	5
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PURPOSE: To establish a uniform policy on Paid Time Off (PTO) for hourly non-exempt employees.

POLICY: Employees hired as full-time (FT) or regular part-time (RPT) will accrue PTO hours starting from his or her date of hire. Employees are able to keep a max of 240 hours in their PTO bank.

Regardless of whether an employee has PTO hours in their bank, employees must comply with the requirements outlined in the Attendance Policy.

Scheduling of PTO: Prearranged days off must be submitted to the manager for approval at least two weeks in advance through Kronos Workforce Ready. Managers may deny requests due to the needs of the department, number of requests submitted, or length of notice given. Employees may not request time off as unpaid if they have an accumulated a PTO balance.

Accrual Rate: The accrual rate for PTO is determined by the number of total hours worked and length of service. The following table shows PTO accrual rate per hour for an employee who works 40 hours per week.

Years of Service	PTO Accrued Per Hour	PTO Accrued Per Year	Paid Sick Time (PST)
0 < 2	0.0538	112 hours/14 days	40 hours/5 days
2 < 5	0.0692	144 hours/18 days	40 hours/5 days
5 < 10	0.0962	200 hours/25 days	40 hours/5 days
10+	0.1154	240 hours/30 days	40 hours/5 days

Maximum Amount: A Full Time employee may accrue up to a maximum of 240 PTO hours and a Regular Part Time employee may accrue up to a maximum of 120 PTO hours before the automatic PTO accrual is stopped. The automatic accrual will restart once the employee's PTO balance falls below 240 or 120 PTO hours. Employees are encouraged to use accrued time off to avoid reaching their maximum balance and should work with their supervisor to schedule time off accordingly.

PTO Usage When Absent: Employees will be required to use PTO when they are absent if they have an accumulated PTO balance, unless their absence qualifies as PST and the employee has PST hours available. This also applies to all leaves of absence (LOA). PTO may be used when an employee is using a protected sick day once the employee has exhausted their 40 hours of annual paid sick time (PST). PTO will have a limit of two consecutive weeks of time off at one time unless the situation requires a Leave of Absence (LOA). See **Attendance** and **Non-FMLA Medical and Personal Leave of Absence** policies for more details.

PTO Seniority Status for Reinstated Employees: After termination of employment, an approved personal leave, or a combination of an approved medical and personal leave, return within six (6) months to a Full Time or Regular Part Time position will keep their initial hire date for PTO accrual and seniority purposes.

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Transfer PTO Credit: Employees PTO and PST will be impacted according to the guidelines below:

- FT or RPT employees who have been employed for twelve (12) consecutive months and transfer to non-benefited part-time (NBPT) position, will not accrue any additional PTO hours. Employees will be able to use the unused PTO balance at intervals approved by their manager that reflect the number of hours they are now working under the new classification.
- Employees who transfer to a POOL/PRN/On-Call/Seasonal position will receive the payout of unused PTO following their transfer and completion of a notice period.
- Employees who transfer from POOL/PRN/On-Call/Seasonal to a regular part-time or full-time position will be assigned the accrual rate according to years of service.

Separation of Employment: Upon voluntary resignation, employees are required to give at least 14 days' notice in advance of the final workday. Supervisory level personnel and above are required to give at least 30 days' notice. In the event of special circumstances or emergencies, a shorter period may be accepted if approved by the Executive Director or senior leader. All resignations should be submitted in writing. Employees must work their normal schedule during the notice period and prior approved PTO time off will be canceled. Only absences that qualify as a protected paid sick day will be paid if the employee has a sufficient balance of PST or PTO.

Resignation PTO Credit: PST hours are not eligible for payout for any reason. Employees who have given and completed appropriate notice (see above) and returned all company property will be paid for unused PTO as determined by the following schedule:

<1 year of service NO PAY OUT

1<2 years of service 120 hours + 25% of the hours over 120 hours (**maximum to be paid=150 hours**)

2<5 years of service 160 hours + 37.5% of the hours over 160 hours (**maximum to be paid=190 hours**)

5<10 years of service 200 hours +75% of the hours over 200 hours (**maximum to be paid=230 hours**)

10+ years of service **240 hours maximum**

Employees involuntarily terminated for misconduct or performance issues will not receive payment for unused PTO.

RELATED SH RESOURCES: *Employee Handbook; Leave of Absence Guide; POLICY: Unlimited Paid Time Off: Exempt (Salaried) Employees Director and Above; POLICY: Paid Time Off: Exempt (Salaried) Employees Non-Director Level and Above; POLICY: Paid Sick Time/ POLIZA: Tiempo de Enfermedad Pagado; POLICY: Bereavement Leave; POLICY: Attendance; POLICY: Non-FMLA Medical and Personal Leave of Absence; POLICY: Military Leave of Absence; POLICY: Voluntary Resignation.*

RELATED FEDERAL/STATE RESOURCES: [*The Employee's Guide to the Family Medical Leave Act*](#), [*Arizona Fair Wages and Healthy Families Act*](#).