

AGENDA

ITEM 2

1205 Paid Time Off

Applicability

This policy applies to all full-time employees.

Policy

It is the policy of BRAZORIA COUNTY EMERGENCY SERVICES DISTRICT 3 to provide employees with paid time off for illnesses, vacation, or other unforeseen personal needs.

Procedure

It is recognized that to maintain and enhance the physical and mental well being of our employees, we should provide paid leave for certain situations. These situations include vacations away from work. They also include sick leave for scheduled workdays for when the employee is unable to perform their job duties due to illness or injury incurred outside of work. Finally, they include significant holidays recognized in our nation and state as important days to be set aside for special recognition of historical events.

All vacation, sick leave, and holiday benefits (excluding premiums paid for actually working recognized holidays) will be grouped into a single benefit called Paid Time Off (PTO). Part of the rationale for grouping these different leave benefits together is to reward staffs who take fewer sick leaves with the option of utilizing some of this time as additional vacation time. In order to fairly apply this leave benefit we must accomplish two objectives. The first is to normalize base schedules that have overtime built into them so that the employee receives a fair and consistent rate when utilizing this leave. We must also ensure that BRAZORIA COUNTY EMERGENCY SERVICES DISTRICT 3 is not unfairly penalized with additional costs that occur when an employee consistently takes leave at the end of their workweek when it will be counted as overtime.

BRAZORIA COUNTY EMERGENCY SERVICES DISTRICT 3 grants, to full-time employees, paid time off for vacation, bereavement, jury duty, and sick leave.

Bereavement. In the event of death in an employee's immediate family, the company grants up to three working days for office personnel and one 24-hour shift for field crews, with pay, to handle family affairs and attend the funeral. Immediate family for this policy is defined as: current spouse, children, parents, grandparents, brothers and sisters, mother-in-law or father-in-law. Employees will have to provide an obituary to the Office Manager in order to be paid bereavement pay.

Jury Duty. So employees may serve on a jury BRAZORIA COUNTY EMERGENCY SERVICES DISTRICT 3 will excuse any absence related to jury duty. The employee must show proof of the jury summons and documentation from the court reflecting the hours spent in service to the court.

Mandated Court Appearances. So employees may appear in court as directed, the organization will pay an employee's normal wage for the period of time the employee was in service to the court. The employee must provide documentation from the court that reflects the hours spent in service to the court. Employees are expected to return to their regular shift immediately upon completing their service. For example, if the employee is excused from service on a regularly

scheduled shift for that employee after eight hours, he or she must return to complete the remaining 16 hours of the unfinished shift.

Vacation and sick time. Employees must utilize PTO for vacation, in times of illness, or for emergency personal time off. An employee may not take unpaid vacation.

CALCULATION OF PTO

Accrual of PTO begins at an employee's date of hire. However, an employee may not use PTO until they have completed their Probationary Period, except in the case of an employee's illness. Probationary Employees who use PTO must provide a doctor's excuse upon return to work.

An administrative employee may carry over up to 40 of PTO at the end of BRAZORIA COUNTY EMERGENCY SERVICES DISTRICT 3 's fiscal year. In order to avoid overcharging BRAZORIA COUNTY EMERGENCY SERVICES DISTRICT 3 , PTO will be paid as straight time.

A clinical employee may carry over up to 48 of PTO at the end of BRAZORIA COUNTY EMERGENCY SERVICES DISTRICT 3 's fiscal year. In order to avoid overcharging BRAZORIA COUNTY EMERGENCY SERVICES DISTRICT 3 , PTO will be paid as straight time.

Clinical Staff Accrual Rate Schedule:

Full-time employees that work a consistent average of 40 hours per week in a pay period and are paid an hourly rate, and who's primary job duty is to provide emergency clinical care, are considered clinical staff. PTO will accumulate over a 1-year period. PTO for hourly personnel is accrued per pay period.

Time of Service	Hours of PTO	No. of 24 Hour Shifts	Hours per Pay Period
0-3 years	48	2	1.85
Start of 3 rd yr-5 th year	96	4	3.69
Start of 6 th yr-8 th year	120	5	4.62
9 th year	168	7	6.46
10 + years	192	8	7.39

Administrative Staff PTO Accrual Rate Schedule:

The following PTO schedule applies to all administrative staff.

Time of Service	Hours of PTO	No. of 8 hour days	Hours per Pay Period
0-3 years	80	10	3.08
Start of 3 rd yr-5 th year	120	15	4.62
Start of 6 th yr-9 th year	160	20	6.15
10 + years	240	30	9.23

PROCEDURE

Employees will continue to be covered under all insured benefit plans while they are on paid personal time off.

POLICIES AND PROCEDURES MANUAL
Administrative Policies and Procedures

PTO hours used for illness will be recorded by a Supervisor, and/or the Operations Assistant on the "Daily Productivity Report" form and submitted to the Office Manager by E-Mail. Additionally, the Operations Assistant will log the absence in the attendance log.

PTO requested for vacation time will be submitted on a completed "Time off Request" form. This is to include date submitted, dates and hours requesting off, and ALL required signatures. As MANVEL EMERGENCY SERVICES completes the clinical work schedule monthly, time off requests must be submitted a minimum of 30 days in advance to be considered.

TIME OFF REQUEST FORMS MUST BE SUBMITTED IN COMPLETED FORM WITH ALL APPROPRIATE SIGNATURES. REQUESTS ARE APPROVED ON A CASE-BY-CASE BASIS AND MUST BE APPROVED BEFORE IN EFFECT. SIMPLY SUBMITTING A FORM DOES NOT GUARANTEE APPROVAL.

PAY OUT AT RESIGNATION/TERMINATION

Accrued PTO will be paid out at the employee's current regular rate of pay for the hours accrued in the PTO bank.

BRAZORIA COUNTY EMERGENCY SERVICES DISTRICT 3 shall pay all accrued PTO of a resigning or terminated employee.

Occasionally, employees may be faced with extraordinary hardships where they are unable to meet personal, financial obligations or have time off from work without fear of disciplinary action. If such hardships exist, the employee in question may request that the Executive Director allow the donation of PTO from his or her fellow employees to the employee experiencing the extraordinary hardship.

If approved, full-time employees of the organization may make a one-time donation of up to 40 hours of their accrued PTO to the employee in question. The receiving employee will not be allowed to accept more than 144 hours of PTO from other employees.

The approved, receiving employee may begin using the donated PTO immediately on receipts.

The approved, receiving employee may choose to sell no more than 40 hours of PTO back to the organization. Hardship sales will be paid at the hourly rate (or hourly equivalent) of the employee who donated the PTO. Sale will follow the rules, with the exception of written notifications, established in item 2 above.

Employees may not request hardship consideration more than one time in three calendar years.

References

None

Revision History

Last Revised – March 2017