

HERITAGE MINISTRIES UPDATE



Date: 1.8.24

From: Human Resources

Subject: PTO Policy

Dear Valued Employees,

HR is rolling out an updated PTO policy. It will be effective on January 15, 2024.

Any PTO accrued or carried over from January 1st -January 14th of 2024 will go into a separate bank to be used at your preference. All time accrued after the 15th will be subject to the new policy.

Please see below for key changes and additions. This summary is meant as a guide but you are strongly encouraged to read through the full policy.

Old	New
No ability for PTO eligible employees to go into a negative balance and had to wait to accrue PTO before they could use PTO time	Employees working 37.5 or 40 hours can go into a negative balance up to their yearly accrual amount for USE only.
PTO buybacks could happen at any time throughout the year	PTO buyback option is offered 4 (four) times a year and employees can request PTO buyback 2 (two) times of those 4(four) times offered. This allows for better tracking and budgeting.
Buyback: Employees had to keep 5 days in their accrual bank at the point of PTO buyback	Buyback: Employees must have 5 days accrued at the point of the PTO buyback. Employees can buy back 2 times out of the 4 times offered Employees can buy back up to 5 days each time and cannot exceed a total of 10 days/year (based on your regular work week)
Carry over: 3 weeks for hourly; 4 weeks for salaried	Carry over: Employees working 37.5 or 40 hours will have the following carry over: <ul style="list-style-type: none">- 2025:1 week of carry-over will be allowed with the 1/1/2025 carry over- 2026: there will be no ability to carry over into 2026

Please reach out to the Benefit Team with any questions on this policy at: benefits@heritage1886.org or 716-338-0129.

Thank you!

Kind Regards,

Heritage Human Resources Team

Frequently Asked Questions (FAQs):

- 1) Am I going to lose my PTO? *No, no one will lose any PTO. Currently accrued PTO will go into a separate bank to use at your discretion based on current policy. Newly accrued PTO is subject to the new policy.*
- 2) Are accrual rates changing? *No, all accrual rates will remain the same.*
- 3) Will employees see their yearly accrual? *Yes, full time employees working 37.5(+) will see their full yearly accrual so they can plan usage accordingly.*
- 4) Can employees go into the negative when cashing out? *Employees cannot go into a negative balance to cash out, only for usage.*