

## HUMAN RESOURCES

# Paid Time Off Policy

*Policy 5.01  
Created 12.2016 | Revised 01.2024  
Approved: DB*

### **Purpose**

Heritage Ministries recognizes the importance of time away from work to provide the opportunity for rest, recreation, and personal activities, and therefore grants PTO (Paid Time Off) for eligible employees. This policy will define the administration of PTO.

### **Accrual of Award**

PTO is available to full-time and grandfathered full-time employees (those working 30(+) hours/week). The amount of PTO earned depends on your status, length of service, hours worked, and location.

Employees working 37.5 or 40 hours/week will see their full yearly accrual every January and will be allowed to go into the negative up to that accrual amount for *use* only. Employees hired throughout the year will see their prorated amount in the system and, again, can go into the negative up to said amount. However, there is 30 days waiting period before new employees can use PTO. Cash out eligibility requests will be based on prorated and accrued amounts.

### **Supervisor Responsibility for Scheduling**

Heritage Ministries recognizes the importance of time away from work to rest and refresh. Therefore, supervisors are responsible to ensure that employees are able to request and take time off while balancing staffing needs. This, at times, may require open conversation to determine the timing of PTO and to work to meet resident, staffing and employee needs. Every effort is made on the part of the supervisor to ensure all time off decisions are handled in a fair and equitable fashion.

### **PTO Buy Backs**

Two times a year, non-exempt employees will have an opportunity to buy back unused, accrued PTO. Employees have the option to cash out at four designated times per year and will have a 30-day window to submit requests.

Due date of Request	Payout Month (last paydate of month)
February 1- March 1	April
May 1- June 1	July
August 1- September 1	October
October 1-November 1	December

Requests for payment in lieu of time off must be submitted in writing by the employee on the PTO Buy Back Form, presented to the Assigned Supervisor for approval, and submitted to payroll within the designated 30-day window.

- Employees may cash out a total of two (2) out of the four (4) offered times/ year.
- No more than five (5) PTO days or equivalent to one week\* may be cashed out per request (10 PTO days maximum for the year)
- Employees must have at least five (5) days or equivalent to one week\* accrued in their PTO bank prior to any PTO Buy Back.

\* Based on the employees' normal scheduled hours per week as per UKG

### **PTO Carry Over**

Heritage firmly believes that all employees should take their allotted time off each year to enjoy a healthy work/life balance. Due to the ability to go into the negative with PTO, there will no longer be a need to carry over in order to cover any time needed at the beginning of each year.

Therefore, carry over will be phased out:

- January 2025: one week carry over for all
- 2025- January 2026 onward: no carry over

Employees also have the ability to donate any unused time to our Caring Fund which assists our employees who may need additional time due to hardship.

### **PTO Scheduling and Payment**

Employee requests for scheduling and payment of PTO may be scheduled in half hour or thirty (30) minute increments. Due to staffing needs, any requests larger than two weeks will be difficult to accommodate and must receive Executive Team approval.

Heritage reserves the right to alter approved PTO schedules as necessary to ensure adequate staffing for operations.

The Administration of Heritage Ministries reserves the right to approve earned PTO according to staffing needs, regardless of employee requests or assignment of PTO by supervisors.

Please refer to Policy #5.05 for complete details of Time Off Request (TOR) Scheduling.

### **Leaves of Absences**

Should you be approved for a Leave of Absence under the provisions of the Family Medical Leave Act, Short Term Disability, Worker's Compensation, or other Company approved leave, you will be required to use available awarded PTO based on schedule for type of leave. When employees are out on a Leave of Absence the New Paid Time Off bucket will be used first; once that is exhausted the Old PTO bucket will be used, before an employee goes unpaid.

- Disability – PTO is paid out in full day increments during the first five days of approved leave. This first week is the official waiting week for disability. After this waiting week, PTO will be paid out in ½ day increments until employee returns to work or the employee's PTO is exhausted.

- Workers' Compensation – PTO is paid out in full days for the first five days on approved leave (the first week of leave for workers' compensation is the determination week) After this first determination week PTO is paid out for one day per week until the employee returns to work or the employee's PTO accrual is exhausted.
- All other leaves not listed above including general FMLA– PTO is paid out each day in full day increments until employee returns to work or the employee's PTO is exhausted.

### **Time Off Without Pay**

Full-time employees are not eligible for time off without appropriate PTO time to cover unless they are out on a leave that was approved by the Benefits Team. Exceptions to this may be made in certain situations with Executive Team approval.

Part time employees do not earn PTO with exception for Sick leave based on State law. Part-time employees will be eligible for time without pay pending approval from Community Leadership based on staffing needs.

### **PTO Payout upon Separation of Employment**

Any unused, accrued PTO will be paid at the time of separation from employment in the employee's final paycheck provided the employee has submitted and worked their full required notice. Required notice period is two (2) weeks for hourly, non-exempt employees and four (4) weeks for salaried, exempt employees.

Employees are not permitted to request PTO during their notice period. If an exception is made or time off was already approved, employee must make up at that time to ensure they actually work their full notice period. This allows for smooth transition of assignments and ensures proper care of residents. Failure to work the full notice period with no absences will result in forfeiture of PTO pay out.

Employees terminated for cause are not eligible for payout.

Exceptions to this provision are made per State law.