

EAST COUNTY FIRE & RESCUE
Policies, Procedures, and Guidelines

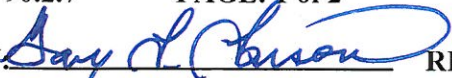
SUBJECT: Paid Time Off

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POLICY:

The purpose of Paid Time Off (PTO) is to provide employees with flexible paid time off from work that can be used for such needs as vacation, personal or family illness, doctor appointments, school, volunteerism, and other activities of the employee's choice. East County Fire & Rescue's goal is to reduce unscheduled absences and recognize employee contribution to the agency. The PTO program may result in better recruiting and retention strategies.

East County Fire & Rescue believes that employees should have opportunities to enjoy time away from work to help balance their lives. East County Fire & Rescue recognizes that employees have diverse needs for time off from work. East County Fire & Rescue has established this paid time off (PTO) policy to meet those needs. The policy contains provisions for vacation time and sick leave. The benefits of PTO are that it promotes a flexible approach to time off. Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserves if there is a need to cover vacation, illness or disability, appointments, emergencies or other needs that require time off from work.

Eligibility

Eligible employees must be scheduled to work at least twenty (20) hours per week on a regular basis. Employees working less than twenty (20) hours per week on a regular basis, on-call or temporary employees are not eligible to accrue PTO.

Availability

PTO accruals are available for use in the pay period following completion of 30 days of employment. All hours thereafter are available for use in the pay period following the pay period in which they were accrued.

Accrual and Payment of PTO

Leave Accrual is based on FTE when hired and does not include overtime or subtle variations in hours. Employees working less than 40 hours per week and at least 20 hours per week will earn PTO hours on a pro-rated basis. PTO does not accrue on unpaid leaves of absence.

Use and Scheduling of PTO

- Unscheduled absences will be monitored. An employee will be counseled when the frequency of unscheduled absences adversely affect the operation of the District. The supervisor may request that the employee provide a statement from his or her health care provider, at any time, concerning the justification of an unscheduled absence.
- Whenever possible, PTO must be scheduled in advance of time off for vacations, personal leave appointments and other reasons. It is subject to supervisory approval, and staffing needs.
- Final approval must come from a Chief Officer. Exceptions can be made at the Shift Leader/Supervisor level for emergency leave requests.
- PTO accrual balances can be found on the employees current timecard entry screen on the Clark County Self Service Time Entry website.
- Employees are required to use available PTO when taking time off from work.
- PTO is paid at the employee's straight time rate. PTO is not part of any overtime calculation.
- PTO must be taken in one-hour increments as low as one hour.
- Employees may not borrow against their PTO banks; therefore, no advance leave will be granted.
- When PTO is used, an employee is required to request payment of PTO hours according to his/her regularly scheduled workday. For example, if an employee works a 9-hour day, he/she would request nine hours of PTO when taking that day off.
- PTO will not accrue during a disability or a leave without pay.
- PTO may not be used for time missed because an employee reports late to work.
- PTO may be used for Bereavement Leave and Jury Duty.

Payment/Carry Over/Cash-Out

- An employee may carry 12 hours PTO over from one year to the next. Carry over must be pre-approved by the Fire Chief. Unused PTO in excess of 12 hours at the end of the fiscal year will be eliminated from the Employee's leave accrual bank.
- After 365 days of employment, an employee will be paid upon resignation, separation or retirement for all PTO hours accumulated but not used, except as outlined below:
 - Only employees who give at least a two week notice will have their PTO paid out upon leaving the agency.
 - Only employees who have not been dismissed for gross misconduct or conduct unbecoming will have their PTO paid out upon leaving the agency.
- Employees are **not** eligible to cash out their leave at the end of a fiscal year.