

Policy 430: BrightWorks Employee Leave Use

Purpose

The purpose of this policy is to provide direction for employees using Paid Time Off (PTO).

General Statement of Policy

- a. Paid Time Off (PTO) is a benefit for BrightWorks employees.
- b. The Executive Board encourages the use of PTO.
- c. PTO provides employees with days/hours away from work with pay. PTO may be used for vacation, personal time, or illness. PTO must be scheduled in advance and submitted through efinance, then approved by your supervisor - except in the cases of illness or emergency.

Procedures

1. BrightWorks will record PTO on efinance. Through efinance, ECSU employees will request PTO which will prompt supervisor approval.
2. Employees will record their PTO days on BrightWorks' locator.
3. **Employees with 205-day contracts will earn 10 PTO days/fiscal year.**
4. **PTO Accrual for 260-day employees is based on the schedule below:**

COMPLETED YEARS OF EMPLOYMENT	TOTAL ANNUAL PAID TIME OFF
Start through 4 years	26 days/208 hours
5 through 9 years	29 days/232 hours
10+ years	31 days/248 hours

5. Should an employee be voluntarily or involuntarily terminated, and they have used more PTO than earned to date, the employee must "pay back" the overage.
6. Part-time employees who work an average of 25 hours per week will accrue benefits on a pro-rated basis.
7. BrightWorks' fiscal year runs July 1 - June 30. Unused PTO on June 30 will be carried over

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to the next fiscal year. On June 30 of the second year, the unused PTO will be transferred to the employee's sick bank.

For example: Employee A earned 20 days of PTO for the 2021-2022 fiscal year. They used 10 days of PTO. On June 30, 2022, the 10 remaining days transfer to the 2022-23 fiscal year. On June 30, 2023, those 10 days—if unused—go to the employee's sick bank.

- 8.** The first three consecutive days of an absence due to illness or an immediate family member's illness will be deducted from PTO. Beginning on the fourth consecutive day, additional time due to an employee's illness or an immediate family's members' illness will be deducted from the employee's sick bank.
- 9.** Upon retirement, an employee will receive one hour of pay for every 10 hours of sick bank hours (not to exceed 144 hours of pay).
- 10.** Upon retirement, an employee may not be reimbursed for unused PTO.
- 11.** Employees who terminate their employment voluntarily may not be compensated at termination for unused accrued PTO.
- 12.** Employees whose employment is involuntarily terminated will not be compensated at termination for unused accrued PTO.
- 13.** If an employee has used all of their PTO and has no accumulated sick bank, absences will be considered unpaid leave.
- 14.** Salaried employees are granted up to three paid days per year for bereavement involving a family member upon approval of the Executive Director. Additional time needed would be charged to other accumulated leave in this order: 1) sick bank 2) PTO. If no accumulated leave remains, bereavement time beyond the time allowed would be unpaid.

Medical Leave

See BrightWorks Policy 410—Subject: Family & Medical Leave