Chapter Title	Section #		Subject #
Human Resources	HR		532
Subject Title **Paid Time Off & Holiday Pay**	Adopted 4/24/00	Last Revised 9/29/21	Reviewed 9/22/05;1/22/07; 7/28/08; 7/27/09; 9/28/09; 10/26/09; 11/22/10; 1/23/12; 7/22/13; 11/25/13; 11/24/14;11/23/15; 11/28/16;11/27/17; 12/17/18; 1/27/20; 1/25/21; 4/26/21; 9/29/21

POLICY

Application

This policy shall apply to all employees of The Right Door for Hope, Recovery and Wellness.

1.0 Paid Time Off

1.1 Use of PTO during the first 6 months of employment is addressed in procedure HR 520.3.

1.2 An employee shall accrue paid time off on a bi-weekly basis prorated to the actual hours paid each week.

1.3 The Right Door for Hope, Recovery and Wellness shall plan and implement an equitable system that provides employees an opportunity to utilize paid time off. Employees shall be kept informed of the actual balance of Paid Time Off they have accrued.

Whenever possible, paid time off shall be scheduled in advance. Authorization of paid time off shall rest with the immediate supervisor and shall reflect agency needs.

1.4 Paid time off shall be used in increments of one-half hour, with subsequent increments of at least one-quarter hour, per request.

1.5 Employees shall accrue paid time off bi-weekly, based on the number of years of employment as shown on the following chart effective for employees hired on or after February 2, 2007:

YRS/EMP	BIWEEKLY ACCRUAL RATE	MAX. ANNUAL ACCRUAL
0 – LESS THAN 3 YEARS	6.15 HOURS	20 DAYS (160 HRS)
3 – LESS THAN 6 YEARS	8.31 HOURS	27 DAYS (216 HRS)
6 YEARS AND OVER	10.16 HOURS	33 DAYS (264 HRS)

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1.6 Employees not regularly scheduled to work 80 hours biweekly, and employees beginning or terminating employment or on leave without pay, shall accumulate paid time off at a ratio proportionate to the time actually worked (to the nearest quarter hour).

1.7 Paid time off may be accumulated as shown in the below chart.

Years Employed	Maximum Accumulation
0 – Less than 3 years	240 hours
3 – Less than 6 years	300 hours
6 + years	360 hours

1.7 Accrued paid time off shall be paid to employees based on the chart below, The Right Door for Hope, Recovery and Wellness, upon termination of employment, at the employee's current rate of pay, only after all paperwork is complete and up to date.

Years Employed	Payout %
0 – Less than 3 years	50%
3 – Less than 6 years	75%
6 + years	100%

All employees may cash in up to 80 hours of PTO annually for the funding of their H.S.A. Employees shall retain a balance of 80 hours after funding of their H.S.A. or PTO payout as referenced in section 2.0 of this policy.

1.8 Employee Resignation

1.8.1 Employees shall provide a thirty (30) calendar day notice at the time of resignation.

1.8.2 In the event that an employee does not provide a thirty (30) day notice, the employee will forfeit their accrued paid time off.

1.8.3 The CEO shall acknowledge in writing within one business day the receipt of a written notice of resignation.

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1.8.4 The CEO shall determine if any paid time off may or shall be used during the 30-day post-resignation period.

1.8.5 Employees must exhaust all earned paid time off before taking any unpaid leave. Paid time off will be coordinated with the Family and Medical Leave Act requirements as well as with the Short-Term and Long-Term Disability benefits.

1.8.6 An employee who is terminated by the CEO, at will or for cause, will forfeit their accrued paid time off.

2.0 Pay in Lieu of Paid Time Off (PTO)

2.1 Employees with an accumulated PTO balance greater than 80 hours are eligible for one pay in lieu of PTO payment per calendar year. This payment shall be made on the employee's anniversary date of hire with The Right Door, or shall be made during the month of December.

2.2 Pay in lieu of PTO will be based on the chart below:

Years Employed	Payout
0 – Less than 3 years	2.0 PTO Hours to 1.0 hour cash conversion
3 – Less than 6 years	1.5 PTO Hours to 1.0 hour cash conversion
6 + years	1.0 PTO Hours to 1.0 hour cash conversion

2.3 Employees must retain a balance of eighty (80) hours following pay in lieu of PTO or the funding of their H.S.A. account as referenced in section 1.7 of this policy.

2.4 Requests must be submitted to Human Resources on a PTO Payout Form.

3.0 Holidays

The following are paid holidays for The Right Door for Hope, Recovery and Wellness employees:

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New Year's Day
Martin Luther King Jr. Day
Memorial Day
July Fourth
Labor Day
Thanksgiving
Day after Thanksgiving
Christmas Eve Day
Christmas Day
New Year's Eve Day

If the observed holiday falls on a Saturday, that holiday will be observed on the preceding Friday. If the observed holiday falls on a Sunday, that holiday will be observed on the following Monday. Otherwise, all holidays shall be observed on the day on which they fall.

The holiday schedule may be varied by the CEO of The Right Door for Hope, Recovery and Wellness as necessary to provide adequate coverage and services to the community.

Melissa McKinstry, Board Chairperson	Date		