

# ALLEGAN COUNTY EMPLOYEE HANDBOOK

<b>Category:</b> Employee Benefit Policy
<b>Number:</b> 506
<b>Approved:</b> February 24, 2005, supersedes prior policy
<b>Revised:</b> December 27, 2007
<b>Subject:</b> PAID TIME OFF

1.     **ADVANCE OF PAID TIME OFF:** On the first payroll of each year, full-time employees will be credited with an advance of forty-eight (48) hours of paid time off (PTO). On the first payroll of each year, regular part-time employees will be credited with an advance of thirty-two (32) hours of PTO. On the first payroll of each year, employees in a job share position will receive a pro-rated advance of PTO based on the hours budgeted for the position. An employee starting work after January 1 will receive a pro-rated advance of PTO based on the number of months remaining in the year.
2.     **PAYBACK OF ADVANCED PTO:** An employee whose employment terminates prior to the end of the year will be charged back for any unearned advanced PTO at the rate of four (4) hours per month for full-time employees and two and two-thirds (2.67) hours per month for part-time employees. A job share employee awarded 24 hours of advanced PTO at the beginning of the year would be charged back for unearned advanced PTO at the rate of two (2) hours per month. An employee's employment with the County must terminate on or after the 15<sup>th</sup> of a month to earn advanced PTO hours for the month.
3.     **ACCRUAL RATE FOR PTO:** Each full-time employee will earn PTO at the following rates. Accruals of PTO are earned during a pay period and banked on the scheduled pay date for that pay period.

YEAR OF EMPLOYMENT	PTO HOURS EARNED PER PAY PERIOD
1st	1.54
2nd	3.08
3rd	3.39
4th	3.70
5th	4.00
6th	4.31
7th	4.62
8th	4.93
9th	5.23
10th	5.54
11th	5.85
12th and Beyond	6.16

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When an employee reaches the anniversary date for the next higher rate of PTO accrual, earning at the new rate will begin on the next pay period following his/her anniversary date.

4. **REGULAR PART-TIME AND JOB SHARE EMPLOYEES:** Regular part-time employees and job share employees working twenty or more hours per week earn PTO at a rate proportionate to their paid hours.
5. **DEPARTMENT HEADS:** New department heads beginning employment with Allegan County on or after January 1, 2008 will begin earning PTO at the fifth (5<sup>th</sup>) step in the accrual rate table, or 4.00 hours per pay period. All department heads employed by the County prior to that date will have their PTO adjusted accordingly to reflect either the accrual rate negotiated as part of their hire into the position or their revised accrual rate according to this scale and their true date of hire, whichever is greater.
6. **SEPARATION:** Upon separation from County employment, an employee will receive full pay (100%) for unused earned PTO hours, unless otherwise specified in a collective bargaining agreement. No one may use PTO beyond his or her last day worked. Compensation for unused PTO hours will be paid at the pay rate in effect on the employee's last working day.
7. **HOLIDAYS:** If a holiday falls within an employee's PTO period, it will not be deducted from the PTO balance unless the employee was scheduled to work on the holiday.
8. **LEAVE OF ABSENCE:** PTO hours do not accrue during an employee's unpaid leave of absence or beyond the twelve (12) weeks of a qualified FMLA leave.
9. **ACCUMULATION OF PTO HOURS:** The amount of PTO carried forward into a new payroll year is limited to a maximum of two hundred forty (240) hours, unless otherwise specified in a collective bargaining agreement. Each payroll year, employees must use or lose one-half (1/2) of the PTO hours earned in the payroll year.
10. **PAYOFF OF UNUSED PTO HOURS:** If, at the end of a payroll year, an employee has more than two hundred forty (240) hours of unused PTO, excluding PTO hours forfeited, the employee will be compensated for the hours in excess of two hundred forty (240) no later than February 28th of the following year. Compensation for these PTO hours will be paid at the employee's pay rate in effect on December 31st.
11. **PTO SCHEDULES.** PTO for reasons other than emergency or illness must be approved in advance by the employee's supervisor.