

Draft Revision by Commissioner Donna Ring of York County's:

## PAID TIME OFF (PTO) POLICY

The County provides eligible non-union employees with annual period for rest and relaxation in recognition of services performed.

Non-Union, full time *hourly* employees shall receive (*accrue*) *Paid time off* up to 41 personal days per year, which may be used at the employee's discretion, at the *following rate*:

### *Years of Service*

- *1-2: 18 working days per year, earned at a rate of 2.7693 hours for each full work week in a calendar year.*
- *3-4: 19 working days per year, earned at a rate of 2.9231 hours for each full work week in a calendar year.*
- *5-6: 20 working days per year, earned at a rate of 3.077 hours for each full work week in a calendar year.*
- *7-8: 21 working days per year, earned at a rate of 3.2308 hours for each full work week in a calendar year.*
- *9-10: 22 working days per year, earned at a rate of 3.3847 hours for each full work week in a calendar year.*
- *11-12: 23 working day per year, earned at a rate of 3.5385 hours for each full work week in a calendar year.*
- *13-14: 24 working days per year, earned at a rate of 3.6924 hours for each full work week in a calendar year.*
- *15-16: 25 working days per year, earned at a rate of 3.8462 hours for each full work week in a calendar year.*
- *17-18: 26 working days per year, earned at a rate of 4.0 hours for each full work week in a calendar year.*
- *19 – 20: 27 working days per year earned at a rate of 4.01538 hours for each full work week in a calendar year.*
- *21+: 30 working days per year earned at a rate of 4.6153 hours for each full work week in a calendar year.*

Non-Union full-time *Salaried* employees shall receive forty-one (41) personal *paid time off* days per year, which may be used at the employee's discretion. ~~Employees covered by the policy are encouraged to use a minimum of three (3) five (5) day periods per year.~~

Part-time employees may accrue PTO *paid time off* at the rate of 0.0788 hours accrued per hour worked. The amount of time for which pay will be received will be based upon the employee's average hours worked for the year to date (not to exceed 8 hours per day).

Temporary, Seasonal and Reserve employees are not eligible for ~~Personal~~ *Paid Time Off*.

It is the responsibility of the Department Leader of each department to coordinate the ~~vacation~~ *paid time off* schedule for their staff to insure a minimum of interference with work scheduling.

PTO will be granted, insofar as practical, at the times desired, with first choice going to employees based upon length of service. The Department Leader has final decision to grant a specific date for any ~~vacation~~ *Paid Time Off*.

It is the employee's responsibility to inform his or her Department Leader in advance of the dates that the employee desires to use PTO. Insofar as practical, PTO must be taken as scheduled.

In the month of December, the County will buy back up to ten (10) days of unused leave time for Non-Union, *hourly* full-time employees. Non-union *hourly* full-time employees covered by this policy may carry forward a maximum of ~~twenty-five (25)~~ *ten (10)* days. Said ~~twenty-five (25)~~ *ten (10)* days may be maintained from year to year but may not be increased above ~~twenty-five (25)~~ *ten (10)* days.

*Non-Union Salaried employees shall have no buy back, however they may carry forward a maximum of ten (10) days which may be maintained year to year but may not be increased above ten (10) days.*

The Finance Department will be responsible for maintaining a record of accumulated days and the current balance of each employee.

~~Accrued~~ *An Employee shall be paid the balance of his/her ~~vacation leave~~ Paid Time Off when they be paid to employees who separate from full-time County service. The accrual will be calculated on a monthly basis at a rate of 3.416 days per month.* Payments will not be made prior to the employee completing his last day of work but will be paid within 14 days of the last day worked. ~~Accrued vacation leave~~ *Paid Time Off* shall be paid to the beneficiaries or their estate upon their death.

Inquiries regarding Paid Time Off should be referred to the Department Leader.