

PAID TIME OFF

(Approved by the Board of Commissioners, May 26, 2004)

POLICY

It is the policy of the Westlake Fire Department to provide Paid Time Off (PTO) to every Full-Time Shift and Full-Time Regular Employee based on years of service with the Department. This provision is an investment by the Department in the health and well being of each employee; consequently, every employee is encouraged to use at least two-thirds of his/her annual accumulation of PTO during the year. PTO leave must be approved by the supervisor prior to use unless time is being used for an unforeseen illness.

Effective as of the pay cycle beginning June 20, 2004, the PTO policy will be as follows:

- Employees will no longer receive a weekly accrual of separate sick and vacation leave.
- Employees will receive a weekly PTO accrual on each payroll check stub.
- PTO accruals will be updated and reported to the payroll company every three weeks.
- Total PTO allotments and usage will be based on the calendar year or prorated portion thereof.
- Existing vacation and sick leave will be “banked” until it is used by the employee.
- Guidelines for buying and selling PTO (see page 5 for details):
 - **The first two weeks of December of each year will be the annual enrollment period.**
 - Full-Time Shift Employees may purchase or sell up to 96 hours of PTO during the enrollment period each year.
 - Full-Time Regular Employees may purchase or sell up to 40 hours of PTO during the enrollment period each year.
 - Chief Officers may approve the “emergency” sale of PTO hours by an employee. The Chiefs alone will determine if the “emergency” sale is to be approved. The BOC may over-ride this decision should they deem it prudent.

PRACTICE

NEW HIRES / REHIRES / RETURN FROM LEAVE:

- Accrual begins the first week of full employment (40 / 48 hrs min) hire, rehire, or a return from leave of absence.
- Shift Employees may use up to 48 hours of unearned PTO hours and Regular Employees may use up to 40 hours of unearned PTO.
- PTO accruals will process on a weekly basis, however, these hours will not reflected deductions until the third week paycheck, when PTO calculations will be made.

- Accumulated PTO will not have a “cap” in terms of accumulation, but will have a cap on the maximum buy-back upon termination of employment: In keeping with the existing policies for sick leave and vacation use, such cap shall not exceed 48 hours more than the current year’s accumulation to the date of termination.

PTO SCHEDULE AND ANNUAL / WEEKLY ACCRUAL AMOUNTS

FULL-TIME SHIFT EMPLOYEES:

The following schedule is the PTO accrual rates for Full-Time Shift Employees.

For purposes of this policy, a Full-Time Shift Employees is considered any employee whose normal work schedule is 56 hours per workweek (including Kelly accumulation).

The PTO accrual schedule for Full-Time Shift employees is based on years of service with the Department. The PTO amounts in the following schedule begin with **one week of sick leave (72 hrs), holiday leave (132 hrs) and two weeks vacation leave (120 hrs)**. The vacation amount increases to the equivalent of weeks in the chart below:

Completed Years of Service (Personnel Anniversary Date)	Equivalent Weeks of Vacation	Holiday and Sick Leave	Annual PTO Accrual Hours	Weekly PTO Accrual Hours
Less than 5	2 – 120 hrs	204	324	6.23
5 thru 9	3 – 168 hrs	204	372	7.15
10 thru 14	4 – 240 hrs	204	444	8.54
15 thru 19	5 – 288 hrs	204	492	9.46
20 thru 25	6 – 360 hrs	204	564	10.85
25+	7 – 408 hrs	204	612	11.77

REGULAR EMPLOYEES:

The following schedule is the PTO accrual rates for Regular Employees.

For purposes of this policy, a Regular Employee is considered any employee whose normal work schedule is 40 hours per workweek. The amounts in the schedule begin with one week of sick leave (40 hrs) and two weeks of vacation (80 hrs).

Completed Years of Service (Personal Anniversary Date)	Equivalent Weeks of Vacation	Sick Leave	Annual PTO Accrual Hours	Weekly PTO Accrual Hours
Less than 5	2 – 80 hrs	40	120	2.30
5 thru 9	3 – 120 hrs	40	160	3.08

10 thru 14	4 – 160 hrs	40	200	3.85
15 thru 19	5 – 200 hrs	40	240	4.62
20 thru 25	6 – 240 hrs	40	280	5.38
25+	7 – 280 hrs	40	320	6.15

PART-TIME EMPLOYEES: Are not eligible to accrue PTO. Employees changing from a regular status to a Part-Time status will have any accrued to date PTO hours paid to them in a lump sum during the next payroll cycle. Any employees that have a negative PTO hours balance changing from regular to Part-time status will receive a payroll deduction to reimburse the Department for advanced hours used. Exempt employees changing from regular to temporary status that have a negative PTO hours balance should be prepared to settle the account, with the PTO Administrator, effective the date of the status change.

EXISTING SICK LEAVE:

Employees with a balance in the “Old Sick Leave” account may use those hours for personal illness, medical appointments or to care for an ill dependent. The available hours balance will be reflected on each pay stub as Sick Leave.

Existing Sick Leave will stop accruing in the pay cycle ending June 19, 2004.

TERMINATION / LAYOFF:

- Any PTO accrued balances, after applicable adjustments for usage or bought/sold PTO, will be paid to the employee during the next payroll cycle for a regular termination or immediately for involuntary termination. In the event the employee has a negative PTO hours balance at termination, the employee should be prepared to settle the account prior to termination. The collection of a negative balance will be decided by the Department on a case-by-case basis.
- Accumulated PTO will not have a “cap” in terms of accumulation, but will have a **cap on the maximum buy-back upon termination of employment.** In keeping with the existing policies for sick leave and vacation use, such cap shall **not exceed 48 hours more than the current year’s accumulation to the date of termination.**

LEAVES OF ABSENCE:

Once an employee begins any of the following Leaves of Absence, PTO accruals cease beginning with the next PTO processing period. PTO accruals will resume the with the next PTO processing following the employee’s return to active status. Employees shall not use un-accrued hours during a leave of absence.

Personal Leave: While on Personal Leave of Absence any available PTO balances, after applicable adjustments for usage and/or bought/sold PTO hours will be paid to the employee during the next payroll cycle. In the event the employee has a negative PTO hours balance at the beginning of a personal leave, the employee should be prepared to settle the account before the leave of

absence begins. PTO accruals will begin with the next weekly PTO processing following the employee's return to active status.

Military Leave: While on military leave the employee has the option of using any or all of the accrued PTO hours balance, cashing out the available PTO hours balance during the next payroll cycle, or leaving the available PTO hours balance with the Department for future use. While on Military Leave, all requirements to utilize PTO or accumulated Sick Leave are suspended until the employee returns to work.

An employee returning from military leave will have the option to purchase up to 48 PTO hours within the eligibility period for use during the remainder of the plan year.

Medical, Maternity and Family Medical Leave: While on these types of leave, the employee has the option to use any or all of the PTO balance currently accrued prior to the effective date of the leave of absence. Alternatively, the employee may take Leave Without Pay (LWOP) and leave his/her available PTO hours balance with the Department for future use. Hourly employees that have a negative PTO hours balance at the beginning of one of the aforementioned leaves and is unable to accrue the necessary hours upon their return to work to bring their account to a positive balance will have the appropriate amount withheld from their future pay. Exempt employees that have a negative PTO hours balance at the beginning of one of the aforementioned leaves and is unable to accrue the necessary hours upon their return to work to bring their account to a positive balance should be prepared to settle the negative balance.

Worker's Compensation Leave:

While on this type of leave, the employee has the option to use any/all of the available PTO balance currently accrued prior to the effective date of the leave of absence only during the elimination period prior to the onset of worker's compensation disability payments. While on Worker's Compensation Leave, all requirements to utilize PTO or accumulated Sick Leave are suspended until the employee returns to work.

Adjusting Deductions for Bought PTO After A Leave of Absence: Employees who purchase PTO hours and change status to leave of absence during the year will see an adjustment to the payroll deductions for bought PTO upon their return to active status. Adjustments to increase the deduction must be made to include lost deductions while on leave of absence.

Adjusting PTO Sell After A Leave of Absence: Employees who sell PTO hours on a per pay period basis and change status to leave of absence during the year will see an adjustment to the pay period amount received upon their return to active status. Adjustments to increase the amount received must be made to include lost payments while on leave of absence.

CHANGE IN PART-TIME TO FULL-TIME STATUS:

Beginning with the next PTO processing following the effective date of change, the employee will begin accruing PTO at the new rate as appropriate.

Employees changing from part-time to full-time status are eligible to purchase up to 48 hours (Shift) and 16 hours (Regular) of PTO during the first week worked, otherwise, they must wait until the enrollment period in December.

CHANGE FROM FULL-TIME TO TEMPORARY OR PART-TIME STATUS:

Employees who change to temporary status do not accrue PTO. Any accrued PTO hour's balance at the time of status change will be paid to the employee during the next payroll cycle. For purposes of this policy, temporary employee is defined as on-call status or working less than 40 hours per week.

PTO BUY/SELL OPTIONS:

Full-Time Shift Employees, and employees changing status to full-time regular, have the option to purchase PTO during the annual open enrollment period **(first two weeks of December)**. A maximum of 96 hours may be purchased during these events.

Full-Time Regular Employees may purchase or sell up to 40.00 hours of PTO during the annual open enrollment period **(first two weeks of December)**.

New hired employees or employees changing to Full-Time Employee status may purchase up to 48 hours (Shift) and 16 hours (Regular) of PTO during their first week of work.

In the event the employee changes status from Full-Time to Part-Time, Regular or temporary employee, any buy/sell elections are voided and buy/sell transactions are adjusted as of the last payroll.

Employees cannot change elections to buy/sell PTO made during the open enrollment period after the verification process has closed.