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Policy #35-07

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Policy and Procedure: CMSNE Paid Time Off Policy

Definition

Paid Time Off (PTO) provides employees with paid time away from work that can be used for vacation, personal time, personal illness, maternity leave or time off to care for dependents. PTO must be scheduled in advance and be approved by current President or EB. In case of illness or emergency, notice would be provided as soon as possible. The PTO policy takes the place of sick, absence, personal time, bereavement, holidays, and vacation. Time away from work should be deducted from the employee's PTO in a minimum of hourly increments.

Eligibility

Full-time employees (at least 1,950 hours per year) and part-time employees (at least 1,000 hours per year) are eligible for PTO. Part-time employees earn PTO at a rate based on the number of hours worked per week. Eligibility is contingent on an employee having worked for the entire month.

Beginning the month following the month of hire, PTO is earned on a monthly basis and credited to an employee on the first day of the month following the month earned. In the first 12 months of employment, PTO can not be used until it is earned. Thereafter, PTO continues to be taken only as accrued.

PTO is not earned by temporary or contract employees.

PTO will accrue according to the schedule below.

Years of Service	Accrual Rate Per Month	Annual PTO	PTO Carryover Bank/Extended Sick Leave (Maximum)
First 12 months	2.75hrs/wk	18 days	5 days
2 nd thru 10 th year	3.0 hr /wk	23 days	5 per year up to 30
11 th thru 20 th year	4.3 hr/wk	28 days	Total 30 max
over 20 years	5hr/wk	33 days	Total 30 max

If a Full time Employee changes to Part time status, PTO will be calculated by the EB based on length of service and pro-rated based on number of hours worked/scheduled for remainder of calendar year.

PTO Carryover Bank/Extended Sick Leave

As Vacation time is considered essential to the employee's good health, proper working attitude and overall contribution to CMSNE, PTO carryover is not encouraged. However, on request, a CMSNE full time employee will be allowed to carry over up to 5 PTO days in a calendar year. Unused PTO in excess of 5 per year will be forfeited. An employee is allowed to accumulate no more than the maximum of 30 days.

Annual PTO and PTO Carryover Bank cannot be combined for an extended vacation. However, with EB approval, an employee will be allowed to utilize up to 5 Banked days in combination with Current Year PTO, if it would not be deemed a hardship to CMSNE operations.

The PTO Carryover Bank is to provide an employee with a buffer for illness and injuries that require a longer absence from work than what will be earned in the current year. Unused Annual PTO exceeding the Maximum listed in the chart above will be forfeited.

If because of illness, an employee is absent in excess of five consecutive days, a doctor's release is required before returning to work, and should be submitted to the President/EB. Extended medical absences would first exhaust the Available PTO, and then pull from the PTO Carryover Bank balance.

In the event that the PTO Carryover Balance is exhausted, the remaining time would be without pay. The President/ EB must be apprised on an ongoing basis, or this would be considered an unexcused absence, resulting in termination.

To prevent undue hardship to CMSNE operations, any employee who exhausts all PTO benefit and remains unable to return to work within a reasonable period of time, as determined by the President and Executive Board, will have his/her employment terminated at that time.

Holidays

The following holidays are recognized as included in the above PTO allowances.

<u>New Years</u>	January 1
<u>Memorial Day</u>	Last Monday in May
<u>Independence Day</u>	July 4
<u>Labor Day</u>	1 st Monday in September
<u>Thanksgiving Day</u>	4 th Thursday in November
<u>Christmas Day</u>	December 25 th

Administration

PTO should be scheduled as early in advance as possible with approval of the President or Executive Board. Time off taken in excess of that earned during the current calendar year will be without pay unless the employee has days remaining in the PTO Carryover Bank, which will then be utilized with approval of EB.

Employees will provide the treasurer with written documentation of PTO utilized on a monthly basis. That report will also be filed with monthly receipts paid.

Upon Termination

On termination, unused PTO cannot be utilized in conjunction with the employee's two week notice period. Any exceptions for medical necessity requires Executive Board approval

On voluntary termination, unused PTO accrued in the current year will be paid in full, days remaining in the Carryover Bank will be forfeited.

Signed Off: Cheryl Humphrey
Cheryl Humphrey, Chapter President, 2006-2007
CMSNE

Date: 9/13/07