

Policy #35-07

Revised Date: 2/21/21

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 Board of Directors. In case of illness or emergency, notice would be provided as soon as possible. Time away from work is deducted from the employee's PTO in a full hourly amounts.

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. Only accrued PTO can be used.

PTO is not earned by temporary or contract employees.

PTO will accrue according to the years of service and FTE (Full Time Equivalent).

Weekly accrual in hours x 52 weeks = yearly accrual in hours.

Monthly accrual amounts are dependent on the number of weeks in the month.

Years of Service	Weekly accrual	Yearly accrual
0-1	2.75 hours	143 hours
2-10	3.0 hours	156 hours
11 – 20	4.3 hours	223.6 hours
Over 20 years	5.0 hours	287 hours

FTE calculation:

Number of hours worked	FTE
10 hours / week	0.25
16 hours / week	0.4
20 hours / week	0.5
24 hours / week	0.6
25 hours / week	0.625

30 hours / week	0.75
32 hours / week	0.8
36 hours / week	0.9
40 hours / week	1.0

PTO Carryover Bank/Extended Sick Leave

As time off 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 the hourly equivalent of 5 PTO days in a calendar year based on FTE. Unused PTO hours in excess of the hourly equivalent of 5 days per year, will be forfeited. An employee is allowed to accumulate no more than the maximum of the hourly equivalent of 30 days based on FTE. PTO carryover is standard, based on FTE, and not based on years of service.

FTE	PTO Annual Carry-over	ESL Bank Maximum
0.25	10 hours	300 hours
0.4	16 hours	480 hours
0.5	20 hours	500 hours
0.6	24 hours	720 hours
0.625	25 hours	750 hours
0.75	30 hours	900 hours
0.8	32 hours	960 hours
0.9	36 hours	1,080 hours
1.0	40 hours	1,200 hours

Annual PTO and PTO Carryover Bank cannot be combined for an extended vacation. However, with Board of Directors 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/Board of Directors. 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/ Board of Directors 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 Board of Directors, will have his/her employment terminated at that time.

Holidays

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

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

Administration

PTO should be scheduled as early in advance as possible with approval of the President or Board of Directors. 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 Board of Directors.

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 Board of Directors 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.

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3/3/21

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CMSNE President 2019 - 2021

Date

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