

DANIEL BOONE REGIONAL LIBRARY

SUBJECT: Paid Time Off (PTO)

ADMIN 1-323

BOARD

SECTION: 300 – Employee Benefit Policies

Approved: 11/15/18

POLICY

Paid time off (PTO) is provided to non-probationary library employees for planned and unplanned time away from work. After the completion of a satisfactory probation period, benefit-eligible employees will be credited the leave accrued from the starting date of benefit-eligible employment. Temporary employees and employees working fewer than twenty (20) hours per week do not accrue paid leave. See also the requirements of Policies 1-224 Employee Probation Period and 1-320 Requests for Leave.

The monthly accrual rate of PTO hours increases every five years of benefit-eligible employment as indicated by the following schedule.

PTO Hours Accrued Per Month

<u>Years of Service</u>	<u>Full-Time</u> (40 hrs/week)	<u>3/4-Time</u> (30-39 hrs/week)	<u>Half-Time</u> (20-29 hrs/week)
0-4	14	10.5	7
5-9	16	12	8
10-14	18	13.5	9
15+	20	15	10

PTO is not accrued when on a leave of absence without pay. The scheduling needs of the department will have priority in the determination of approval for the employee's use of PTO. The supervisor and employee should work together to arrive at the best plan to provide the employee with time off when requested, as well as maintain departmental staffing needs.

Full-time employees can maintain a maximum balance up to **560** hours of PTO. Three-quarter-time employees can maintain a maximum balance up to **420** hours of PTO. Half-time employees can maintain a balance up to **280** hours of PTO.