



## **PAID TIME OFF (PTO) POLICY – Effective January 1, 2020**

Full-Time and Part-Time employees shall be entitled to paid time off based on length of service, as outlined under the PTO accrual. Whenever possible, PTO will be granted according to the employee's preference, provided this does not interfere with the orderly operation of business.

PTO hours are accrued on weekly basis per pay period. Eligible employees are permitted to use any PTO hours that they accrue for that calendar year. PTO may be taken incrementally (see scheduling PTO leave). Unless an emergency exists, no more than ten (10) days should be taken together. At no point in time is the employee allowed to take PTO in excess of the time accrued. An employee with at least ninety (90) days of service, who separates from the company, will be compensated for any earned unused PTO time. PTO cannot be transferred from one employee to another. PTO time is paid at the employee's regular rate of pay.

SMG reserves the right to change, modify, or cancel this policy at any time, without notice, at its sole discretion.

### **Full-Time PTO Accrual**

PTO accrual is based upon the following schedule:

- Hire date until the fifth-year anniversary date, a full-time employee earns (3.385) PTO hours for each full week worked. The maximum accrual during the first five (5) years of employment is one hundred seventy-six (176) hours per year. New employees are eligible to take this time immediately upon hire.
- The fifth – year anniversary date until the tenth – year anniversary date, a full-time employee earns (4.154) PTO hours for each full week worked for a maximum accrual of two hundred sixteen (216) hours per year.
- The tenth – year anniversary date until the fifteenth – year anniversary date, a full-time employee earns (4.924) PTO hours for each full week worked for a maximum accrual of two hundred and fifty-six (256) hours per year.
- The fifteenth – year anniversary date until the twentieth – year anniversary date, a full-time employee earns (5.693) PTO hours for each full week worked for a maximum accrual of two hundred and ninety-six (296) hours per year.
- The twentieth year anniversary date and beyond, a full-time employee earns (6.462) PTO hours for each full week worked for a maximum accrual of three hundred thirty-six (336) hours per year.

### **Part-Time PTO Accrual**

- Hire date until separation from employment, a part-time employee earns one (1) PTO hour for every thirty (30) hours worked. The maximum accrual annually is seventy two (72) hours or nine (9) days. New employees will be eligible to take this time immediately upon hire.

When the unused accumulation of PTO hours exceeds the maximum allowable number of hours that can be carried over in a year (see carryover of accrual below), the employee will be paid out the PTO that is in excess of the maximum allowable carryover.



## **Carryover of Accrued PTO**

Accrual carryover, from one calendar year to the next, is limited to the number of hours earned during the prior year. For example, if an employee earns one hundred seventy-six (176) hours of PTO time during a year, he/she can only carryover one hundred seventy-six (176) hours into the New Year, January 1.

## **Transfer of Accrued PTO**

If an employee transfers within the company, the maximum number of hours an employee can transfer is limited to the number of hours earned during the prior year.

## **Scheduling PTO Leave**

Employees are responsible for keeping a record of their PTO and ensuring that it is properly recorded on the appropriate attendance forms sent to the Human Resources department. To obtain information regarding available PTO hours, employee may speak with the immediate Supervisor, Manager, Department Director, Payroll, or Human Resources.

If utilizing PTO hours for the reason of vacation or personal time the employee should contact his/her Supervisor for a Leave Requisition Form at least two (2) weeks prior to the desired vacation/personal dates to ensure that the request will be approved and that vacation/personal time is properly scheduled within the needs of the department. In scheduling vacation/personal time the employee should keep in mind that vacations/personal time must not interfere with the demands of the employee's work schedule. If any conflicts arise in requests to utilize PTO hours for the reason of vacation/personal, preference will be given to the employee with the most seniority, taking into consideration the needs of the business.

If utilizing PTO hours for the reason of sick, that is the employee is unable to report to work due to their own, a family member or other dependent for the diagnosis, care or treatment of an existing health condition or preventive care, or specified purposes for a victim of domestic violence, sexual assault, or stalking. PTO hours for the reason of sick may be used in minimum increments of one (1) hour. The employee must telephone their Supervisor or Department Director directly, each day of their absence, as far in advance as possible. If an employee is unable to call personally, due to accident or illness that requires hospitalization, a family member or friend should contact the Supervisor or Department Director. An employee that fails to contact their Supervisor or Department Director may be considered as having voluntarily resigned.

Should a question arise regarding the legitimacy of an absence or should an employee miss three (3) consecutive days of work in relation to utilizing PTO for the reason of sick, Family Medical Leave Act (FMLA) and/or other State mandated Family Medical Leave may apply. Taking PTO for the reason of sick under false pretenses is a violation of the policy and is subject to disciplinary action, which may include termination.