



December 10th, 2019

TO: SMG Staff
FROM: Cheri Wilbur
Director of Finance & Administration
RE: PTO Requirements & 2019 PTO Carryover

Paid Time Off (PTO) Utilization/Requirements:

It is the responsibility of department managers to verify available leave time prior to authorizing employee time off. Please review the leave balance reports that are distributed weekly to determine if an employee has sufficient time available prior to signing requests for leave. In the event the employee has submitted a leave request, but does not have sufficient time available, the Payroll Department will adjust hours accordingly and notify Human Resources and the department manager of adjustments made. Employees are not permitted to take leave without pay without proper authorization, and it is only granted under extraordinary circumstances.

PTO being utilized for the reason of vacation or personal time off must be submitted to payroll prior to the employee taking the leave.

PTO being utilized for the reason of sick must be submitted to payroll within 3 days of the employee returning to their scheduled work.

2019 PTO Carryover

As a reminder, the accrual carryover from one calendar year to the next is limited to the number of time earned during the prior year. For example, if an employee earns ten (10) days of PTO time during a year, they may only carryover ten (10) days into the new year, January 1, 2020.

As a reminder, all PTO time taken as of December 31st, 2019 is applied to your PTO balance for 2019. After December 31st, any PTO time exceeding that which is eligible for carryover for the year will be paid out according to the PTO policy or your Union agreement on or before the pay date of January 24th, 2020.

If you have any questions about your PTO balances please contact your Department Manager, Assistant Manager, or Payroll.

If you have any questions regarding this communication, please contact me at x88002.

CC: John Adams
General Manager

Marguerite Strong Thomas
Human Resources Manager