



<b>Policy Name:</b> III.41 PTO Policy	<b>Section:</b> III Human Resources	<b>Programs:</b> All
	<b>Standard/Area:</b> F 4 Workforce Development and Management	<b>Review Date:</b> 9.24.25
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## Section I: Intent

To provide eligible MVCS employees with a bank of paid time off to support rest, personal matters, family responsibilities, and overall well-being, while maintaining high standards of service, safety, and operational continuity.

## Section II: Policy

MVCS offers a unified PTO program that accrues to eligible employees based on employment status (full-time vs. part-time) and tenure. PTO may be used for vacation, personal time, or illness, in accordance with this policy and applicable law. PTO requests are approved by the employee's supervisor and are subject to staffing needs and lawful family/medical leave protections.

This policy applies to: Benefit Eligible Regular employees of MVCS and excludes temporary/seasonal staff not eligible for benefits, contractors, interns, or others as determined by HR policy.

### Definitions

#### ***Benefit Eligible Regular Full-Time Employees***

A Benefit Eligible regular full-time employee is an employee who has completed his or her introductory period and is regularly scheduled to work 40 hours per week. For eligibility for health insurance ONLY, the Affordable Care Act defines a **full-time employee** as one who is regularly scheduled to work at least 30 hours per week.

#### ***Benefit Eligible Regular Part-Time Employees***

Any employee who is regularly scheduled to work between 20 and 39 hours per week with a regular schedule

#### ***Temporary, or Per Diem Employees***

Temporary employees are hired for a specific period or specific work project, not to exceed 3 months in duration. MVCS reserves the right to extend the duration of temporary employment where necessary.



Per Diem employees are hired to work as needed with no set schedule, e.g., substitute teachers and per diem employees called in from time to time.

## **Section III: Benefit Descriptions and Procedures**

Standard PTO is paid to benefit eligible regular full-time and benefit eligible regular part-time employees as follows:

- First year of employment through fifth year of employment: three work weeks (15 days)
- Sixth through tenth year of employment: four work weeks (20 days)
- Eleventh, plus: five work weeks (25 days)

### ***Eligibility***

All full-time regularly scheduled employees and part-time employees regularly scheduled to work 20 or more hours per week are eligible for PTO. The PTO benefit year runs from July 1 through June 30 (fiscal year).

Eligible employees will accrue PTO benefits on a per pay period basis beginning on their date of hire and in accordance with MVCS accrual policy. Eligible part-time employees earn annual PTO benefits pro-rated on the basis of scheduled hours.

New employees are not eligible to take PTO during the 90-calendar day introductory period. Under special circumstances, if vacation is taken during the introductory period it will be unpaid.

Employees will not accrue PTO while on any leave of absence, unless otherwise required by law. Employees on intermittent leave of absence will receive a pro rata share of the above amounts based on their actual hours worked.

Employees may not borrow PTO time before it is accrued with exception of the period July 1 – September 30 each fiscal year, with the written approval of the CEO.

If, during the interview process, the employee negotiates for a pre-planned time off within the first 90 days, salaried employees must use available PTO.

### ***Base Regular Weekly Schedule***

Every benefit-eligible employee should have a base regular weekly schedule (i.e., the days of the week and hours of the day the employee is scheduled to work). The base regular schedule allows the application of the concept of making an employee "whole" or complete through the use of paid time off. This ensures that paid time off is accurately used to make the employee's pay complete for each week. When an employee uses paid time off, the base schedule is used to determine the amount of



vacation, sick, and holiday hours to be entered on the employee's timesheet for each day of the workweek.

### ***Holiday during PTO***

Only benefit eligible regular and benefit eligible part time employees are eligible for holiday pay. If an official holiday occurs during a scheduled vacation, the day will be designated as holiday pay, and the employee shall not be charged PTO on the day of the holiday's observance.

### ***Accumulation of PTO***

After one year of service or eligibility, employees may carry over up to seven (7) PTO days pro-rated based on regularly scheduled hours from one fiscal year to another. Supervisors will strongly encourage employees who carry over time to use the carry over hours within the first quarter of the year. Accruals are based on an employee's full-time or part-time status.

### ***PTO Scheduling***

Supervisors are responsible for scheduling and approving PTO leave for employees under their supervision. They shall take into consideration seasonal demands and the ability of remaining staff to perform the work of the department and its' impact on organizational needs. Requests for 3 days or more of PTO time shall be submitted at least a minimum of 2 weeks in advance to be adequately considered. Requests must be made within the Time and Attendance (HRIS) system. Employees will receive an email notification from their supervisor whether the requested time is approved or denied. Any denial of requested PTO time requires secondary senior level approval. In the event that PTO requests are not submitted within the required timeframe, the benefit may not be paid out. Final decision on paying the benefit will be made by CEO or COO.

This policy limits use of PTO in the month of June to a total of 5 days pro-rated to regularly scheduled hours per individual employee. All requests for PTO in the month of June must be approved in advance, preferably by the end of May. Any exceptions to this must be approved by the CEO or COO.

If an illness occurs after an employee commences their PTO, the employee will still use PTO time. If, while on PTO, the employee is hospitalized, or presents medical documentation of illness with Division Director approval, if a member of the employee's immediate family is hospitalized, they may take sick leave in lieu of PTO for the certified hospitalization and another PTO period shall be assigned.

Any derivation from this scheduling procedure may be met with disciplinary action up to and including termination.



### ***PTO Pay upon Separation***

If an employee leaves and has **not** taken all their earned vacation time, it will be included in the employee's final pay.

## **Section IV: Distribution and Training**

The Policy and associated attachments are distributed on the MVCS Employee Portal. Notifications related to new, amended, or reviewed policies will be communicated to MVCS leadership and program directors for dissemination to their staff as appropriate. The policy may be directly disseminated to appropriate staff and/or staff groups via email notification after initial dissemination to leadership as per direction of the CEO or designee. The dissemination will be performed by the Chief Operating Officer or designee.

## **Section V: Legal, Regulatory, Accrediting, and Other Related References and Resources**