**SOUTH CENTRAL**

**REGIONAL TRANSIT DISTRICT**

# DEPARTMENT POLICIES AND PROCEDURES

**DEPARTMENT:** HUMAN RESOURCES

**SUBJECT:** Paid Time Off

**APPROVED BY:** *David Armijo, Exec Director*

Original Policy Date: 2/2018

# POLICY:

It is the policy of SCRTD to provide paid time off to its employees. Participation in this plan does not constitute a right to continued employment with SCRTD. It is the District's intent to continue this program; however, the District reserves the right to amend or terminate it at any time.

SCRTD has established this plan as a means of providing its employees with time off for vacation, holidays, personal days, sick days and bereavement. The District recognizes the value of rest and relaxation and all eligible employees are encouraged to schedule time away from work in accordance with our policies. Properly scheduled, PTO can be used for any reason.

# PROCEDURE:

## Eligibility and Waiting Period

All full and part-time employees regularly scheduled to work a minimum of 20 hours a week are eligible to receive PTO in accordance with this plan. "Temporary," part-time employees working fewer than 20 hours per week, and per diem are not eligible for paid time off benefits.

Eligible employees will start to accrue PTO on their date of hire and will continue to accrue PTO hours every pay period consistent with their length of service. PTO hours will appear on the employee's check stub and will be available for use on the 91st day of employment.

Employees on inactive status or on a leave of absence will resume their PTO accrual upon their return to eligible active status.

## Negative Balances

Requests for PTO in excess of the employee's available balance are not allowed.

***PTO Schedule of Benefits***

Starting with the eligible employee's date of hire, PTO benefits will accrue according to the length of service as outlined on the following schedule. Employees realizing an anniversary date that results in a higher accrual rate will accrue hours at the higher rate for the entire pay period in which the anniversary occurs. Employees accrue PTO based on hours worked up to a maximum of 40 hours per week.

# PTO's will not accrue on overtime.

***Holiday PTO Pay***

Non-exempt/hourly employees will be allowed to request PTO for a holiday worked, in addition to their regular rate of pay, for their regularly scheduled hours (up to a maximum of twelve (12) hours) for each of the following six (6) holidays:

1. New Year's Day
2. Memorial Day
3. Independence Day (July 4the )
4. Labor Day
5. Thanksgiving Day
6. Christmas Day

Requesting PTO pay for a holiday worked is at the discretion of the employee and will not be paid automatically. Employees wishing to receive PTO for a holiday worked must follow the same procedure for requesting a day of PTO. Additionally, this request will only be accepted in the pay period in which the holiday occurred.

Exempt employees are required to request PTO for a holiday, if they don't work that day, in order to get paid for it.

**Holiday PTO's can be used even if it is before an employee's 90-day probation period.**

## Requests. For Time Off

Exempt/salaried employees may request PTO in full-day or half day increments only. Exempt/salaried employees must submit and have approved by their Department Manager/Supervisor a **Paid Time Off Request's** form, to record use of PTO's.

For non-exempt or hourly employees, a day of PTO is based on the employee's regularly scheduled day (up to a maximum of twelve (12) hours). For example, an employee who is scheduled to work an 8- hour day and requests PTO for that day, would be paid PTO that is also equal to 8 hours, or their regularly scheduled hours. PTO must be requested in writing using a **Paid Time Off Request’s** and submitted to the Department Manager/Supervisor as far in advance as possible; it is recommended that requests for PTO be submitted at least four (4) weeks in advance, but not less than two (2) weeks prior to the date requested.

PTO is scheduled on a first-come, first-served basis; priority may be given to seniority when more than one request is received for the same period at the same time. In addition to the cancellation provisions outlined below, supervisors are not obligated to grant PTO to solely meet the needs of the employee. As a practical matter, PTO properly requested and scheduled will be granted at the convenience of the employee; however, the work requirements of the Hospital must take priority over the scheduling of any PTO requests. For those employees who wish to take more than two (2) weeks off must be employed for a minimum of two (2) years and is approved at the discretion of that department manager and must be approved by the Chief Executive Officer (CEO), especially if you are leaving the country. If approved, the employee is responsible for covering their position.

Additionally, the employee may be required to provide a physician's medical certification documenting the need to take time off due to medical reasons as well as an authorization to return to work. PTO can only be used if the employee follows the policy of calling in to their supervisor in advance of their scheduled shift. Failure to call in with appropriate notice may result in forfeiting the PTO for that day. If the employee has an unexcused absence the day before and/or the day after approved PTO, payment of the PTO will be denied.

## Cash Payment of accrued PTO or Deferred Compensation

Hours paid under PTO are considered non-worked hours and will **not** be paid at an overtime, weekend, or shift differential rate. Nor will they count toward the accumulation of hours to justify overtime payment. A cash payment, of up to 80 hours, may be requested on the employee's anniversary month, or the month in which they were hired. This will be the only opportunity to request a cash payment of accrued PTO hours without taking the time off. To request a PTO cash payment, the employee must submit a written request using the **Paid Time Off Request's (Section 2)** form, to the Payroll department, at any time during the anniversary month; however, requests will not be approved past the employee's anniversary month. Also, an employee may request transfer of up to 80 hours of PTO to the NM PERA deferred compensation program. Participation in the NM PERA is optional.

## Transfer from Eligible to Non-Eligible Status

When an employee transfers to an ineligible status (Example - An employee who goes from Full Time or Part Time to PRN status) they will be paid their accrued PTO as outlined in the section "Benefits upon Termination of Employment."

## Transfer from Non-Eligible to Eligible Status

When an employee changes from an ineligible to an eligible status, they will accrue PTO starting with the effective date of their status change based on the service level using their original date of hire. Employees having such a status change will not have to satisfy a waiting period to use PTO.

## Leaves of Absence

An employee on an approved leave of absence may request to use their available balance of PTO while on leave. PTO hours may be used while the employee is receiving disability benefits, thus allowing the employee to receive up to one hundred percent (100%) of their pre-disability earnings. PTO hours may also be integrated with military pay to employees serving in the Reserves or who are called to ·'active" status; military orders must be submitted before payment of the PTO will be authorized.

## Cancellation

The Department Manager/Supervisors and/or Administration may cancel approved PTO at any time based on work needs, staffing requirements, patient needs, or other needs of the District.

## Benefits upon Termination of Employment

Employees who terminate their employment with the District are entitled to be paid 100% of their earned and unused PTO balance. The amount of earned and unused PTO will be paid to the employee in full at the time the employee would receive their final payroll check.