2-59 Paid Time Off (PTO)

Paid Time Off (PTO) provides employees with additional flexibility concerning paid time off from work. This benefit is used for illness, bereavement, personal appointments, vacation and other non-work related activities. All twelve month, full time faculty and full time staff are eligible for PTO. Part time employees, temporary employees, adjunct faculty, federal work study and interns are not eligible for this benefit. PTO is paid in addition to Holiday pay (see 2-64 Holiday).

PTO accrual is in alignment with the college’s fiscal year and is awarded annually on the pay date that includes July 1st. Employees hired by the College after July 1st will have their PTO accrual amount awarded with their first pay check; the initial award is prorated (prorated as - the eligible per pay period accrual multiplied by the number of pay periods remaining in the fiscal year. Employees hired mid pay period will have their initial pay period accrual prorated based on the percentage of the week worked). PTO accrual rates are reflected below:

**Non-exempt employees with less than 2 years of services as of June 30th:** - 18 days annually (144 hours), accrued at 5.54 hours per pay period

**Non-exempt employees with at least 2 years, but less than 4 years of service on June 30th:** – 23 days annually (184 hours), accrued at 7.08 hours per pay period

**Non-exempt employees with at least 4 years of service on June 30th and salaried employees:** - 28 days annually (224 hours), accrued at 8.62 hours per pay period.

*Grandfathered non-exempt employees (those who entered their position prior to the effective date of PTO (07/01/2012) and who were at that time accruing at the non-exempt employees with at least 4 years of service rate) accrue at this rate as well, as long as they remain in the position held on 07/01/2012.*

**Guidelines for PTO Use**

New employees are eligible to use PTO after completion of 90 days of employment or as approved by the employee’s Vice President or Executive Director for an exception to this rule for use within initial 90 day time period.

Employees are asked to make their PTO requests 30 days in advance or as far in advance as possible. Requests for PTO will be considered based on a number of factors, including department
operating and staffing requirements. Supervisors are authorized to deny requests for time off that would unduly burden the employee’s department.

PTO taken will be reported on employee timecards and subtracted from each non-exempt (hourly) employee’s accrued time bank in one hour increments and each exempt (salaried) employee’s accrued time bank in ½ day (four hour) or full day (eight hour) increments.

PTO will be paid at the employee’s base rate at the time the leave is taken. PTO pay does not include overtime or any special forms of compensation such as incentives, commissions, bonuses or shift differentials.

Terminating Employees

Accrued but unused PTO leave that has been earned through the last day of active employment will be paid out at the employee’s base rate of pay for up to a maximum of 240 PTO hours paid provided the employee has given the college “proper notice” (“proper notice” as defined in Policy 2-15 Separation from Employment is 10 working days for non-exempt employees and 20 working days for exempt employees).

PTO is provided in a lump sum at the beginning of the fiscal year but is considered to be accrued biweekly at the amounts listed above. In the event an employee resigns or is terminated from his or her position during the fiscal year, the PTO accrual payout will be prorated based on the separation date. If the employee has used more PTO than has been accrued, the employee will owe the used but un-accrued balance of PTO back to the College. This sum will be deducted from the employee’s final pay check if the check is large enough to cover the amount due. If not, the sum will be deducted from any pending paychecks issued after notice of resignation is given up to and including the final check. Such deductions will follow federal wage & hour guidelines. Any amount(s) that are not covered by payroll withholdings can be collectable as a separate debt owed to WATC.

Employees who left the College at full time status and are rehired at full time status within one calendar year of separation will receive credit for former time worked and will accrue PTO for the combined employment time.

In the event of an employee’s death, up to 240 hours of accrued but unused PTO hours in the employee’s bank will be paid at the employee’s current rate of pay.