Paid Time Off (PTO)

Paid Time Off (PTO) provides employees with additional flexibility concerning paid time off from work by combining vacation, personal or family illness, doctor appointments, school, volunteerism, bereavement and other employee non-work related activities into a single set of paid time away from work. By combining the various options into one plan, the college reduces the administrative burden of monitoring these activities and employees have greater flexibility in scheduling time off. All twelve month, full time faculty and full time staff are eligible for PTO and are encouraged to make good use of the paid time off that they are provided.

Effective July 1, 2012, PTO will replace all future vacation, sick leave, and personal leave days allotted under past policies. Current vacation time balances as of June 30, 2012, will automatically roll over on July 1, 2012, to be the current PTO available balances.

Sick Leave balances as of June 30, 2012, will be transferred into an Employee Extended Benefit (EB) Bank. Each individual’s EB bank will be capped at 240 hours. Employees previously grandfathered in with a balance above 240 hours will not be affected by the cap. Employee EB hours may only be used after using at least 40 consecutive hours of PTO or available PTO balance whichever is less, for each incident to provide payment in the event of an employee’s extended illness or injury. Employees may transfer, at any time, their own accrued but unused PTO hours into the individual employee’s EB bank up to an accrued cap of 240 hours. There is no cash value upon separation for the hours in the EB bank.

Any additional hours of accrued sick leave or PTO may be donated to a WATC employee extended benefit (WATC EB) bank. To be eligible to receive benefits from the WATC EB bank, an employee must have depleted all hours in their individual EB Bank, used all their PTO, and have eight (8) PTO hours deducted during the fiscal year in which the benefits are received (for new employees hired after January 1st each fiscal year, 4 hours of PTO must be donated for that fiscal year, then the employee will fall within the regular guidelines beginning July 1st). For full time nine month faculty to be eligible to participate in the WATC EB Bank, the faculty member must have used all current fiscal year and accrued sick leave hours, and have eight (8) hours of sick leave deducted during the fiscal year in which benefits are received. The maximum hours in the WATC EB bank will be 2400 hours. Unused WATC EB Bank hours will be rolled
forward to the next fiscal year, but not to exceed a total of 2400 hours at any time. The College may adjust this maximum as the number of eligible employees changes.

Nine month faculty are not eligible for PTO but are eligible to receive sick leave days if they are working in a regular (non-temporary, non-seasonal) position 40 hours or more per week. Sick leave days are accrued bi-weekly at a rate of 3.69 hours, to total 12 days per fiscal year.

Four of the 12 sick days awarded may be used for personal business that cannot be taken care of outside of working hours. The remainder should be used for sick leave for the employee, or so the employee may care for an immediate family member. Sick leave is also intended to cover authorized bereavement leave and the waiting period for any periods of short-term disability.

Employees with 320 hours or less of accrued sick leave will accrue the bi-weekly leave throughout the year. However, hours above 320 at the end of the fiscal year will not carry over. Upon separation, sick leave is not paid out to the employee.

Part time employees, temporary employees, adjunct faculty, Federal work study employees and interns are not eligible for PTO.

**Guidelines for PTO Use**

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

New employees are not eligible to use accrued PTO time until having been employed by the College for at least 90 days unless approved by the employee’s Vice President or Executive Director for an exception to this rule. Eligible employees should make their PTO requests as far in advance as possible. Except for emergencies that prevent 30 days advance notice, eligible employees seeking to use more than 40 hours of PTO at one time must make the request at least 30 days in advance. Requests 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 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. If a holiday falls during the employee’s PTO leave, the day will be charged to holiday pay, as applicable rather than PTO pay.

For full time, twelve month faculty and full time staff, the following Paid Time Off (PTO) Amounts will be considered to be accrued each pay period. The annual amount specified below will be awarded to each individual employee’s PTO balance on the pay date that includes July 1st. For employees that become employed with the College after July 1st of any fiscal year, the amount awarded on the employee’s first pay check will be the per pay period hours specified below multiplied by the number of pay dates remaining in that fiscal year.
PTO accrual rates are based on the employee length of service as of June 30th each year.

Non-exempt employees with less than 2 years of services as of June 30th: - 18 days annually (144 hours) or 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) or 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) or 8.62 hours per pay period. “Grandfathered non-exempt employees (those who entered their position prior to the effective date of this policy and who are accruing at the 5 year non-exempt rate) accrue at this rate as well, as long as they remain in their current position.

PTO time is in addition to approved paid holidays. The exact number of paid holidays may vary from year to year depending on WATC policy and the timing of each holiday within the week. Approved Holidays are noted on the academic calendar. In the event that the President closes the College for inclement weather or emergencies, full time employees affected by the closure will be paid without being charged a PTO day. Part time employees will not be paid unless they are assigned to, and work at an alternate location. In the event all campus facilities are closed, part time employees will also be paid for their hours scheduled to work on affected days. Vice Presidents and/or Executive Directors, at their discretion, may require some staff to work during College closures.

Accrued but unused PTO leave that has been earned through the last day of active employment will be paid out at the employee’s current rate of pay up to a maximum of 240 PTO hours provided the employee has given the college proper notice.

For non-exempt staff members, 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 such non-exempt staff member resigns or is terminated from his or her position during the fiscal year, the lump sum will be prorated based on the separation date. If the non-exempt staff member has used more PTO than has been accrued, the non-exempt staff member will owe the amount of excess paid back to the College. This sum will be deducted from the employee’s final pay check. Such deductions will not be allowed to cause the non-exempt employee’s constructed hourly rate to fall below minimum wage at any time and any amounts that are not covered by payroll withholdings can be collectable as a separate debt owed to WATC.

For twelve month faculty and exempt staff members, 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 such faculty or staff member resigns or is terminated from his or her position during the fiscal year, the lump sum will be prorated based on the separation date. If a faculty or staff member has used more PTO than has been accrued, the faculty or staff member will owe the amount of excess paid back to the College. This sum will be deducted from the employee’s final pay check. Such deductions will not be allowed to cause the faculty or staff
member’s weekly salary to fall below $455 at any time and any amounts that are not covered by payroll withholdings can be collectable as a separate debt owed to WATC.

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

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 accumulate current PTO for the combined employment time.