

## Paid Time Off Policy

**Section:** Employment and General  
**Policies Date Approved:** May 22, 2020 by Senior Staff  
**Reviewed/Reaffirmed:** May 2020  
**Effective Date:** June 1, 2020  
**Revised:** September 1, 2007; July 1, 2010, February 1, 2014

### Purpose

To provide Paid Time Off (PTO) to eligible employees. The University recognizes that employees need time away from the workplace. Franklin Pierce encourages employees to take time away to rest, relax and to recharge. In doing so, staff will return to work refreshed and can continue to provide excellent service to the University's students, faculty, staff, visitors and guests.

The PTO policy does not include sick leave. The Sick Leave Policy can be found [here](#).

### Paid Time Off Policy

Non-exempt (hourly) staff, exempt staff and non-RFF Faculty in twelve-month positions, will receive 20 days (160 hours) of paid time off on June 1 each year.

Newly hired employees are not eligible to take paid leave until they have completed 90 days of continuous employment. During the first year of full-time employment, employees will earn a pro-rated amount of PTO on the first of the month of each quarter beginning after 30 days of full-time employment.

Employees hired during the months of June through December:

- Will receive 5 PTO days per quarter,
- Will receive the full 20-day replenishment on June 1<sup>st</sup> of the following year.

Employees hired during the months of January through May:

- Will receive 5 PTO days per quarter,
- Will receive an additional PTO quarterly allotment after the first 12 months, and then will receive their full annual PTO replenishment on June 1<sup>st</sup>.

The University reserves the right to change the amount of paid time off which it offers to its employees as a matter of policy and consistent with state and federal law.

### Eligibility

- Full-time exempt and non-exempt staff are eligible as of June 1, 2020.
- Faculty who have 12-month appointments are eligible as of June 1, 2020.
- Employees who work 9 or 10 months and paid over 12 months are not eligible as of June 1, 2020.
- Staff who meet the full-time definition (i.e., 40 hours per week) but work less than 12 months receive PTO hours on a prorated basis. The formula for calculating hours is based on the amount of months worked over a 12-month period divided by the total amount the employee is eligible to receive according to years of service.

## Changes

This policy supersedes the Vacation Policy effective February 2015, and amends the benefit date of the previous policy to June 1, 2020. This is not an accrual policy.

This policy revises the rollover of accrued but unused hours/days to zero (0) as of December 31, 2020. As of June 1, 2020 you will have six (6) months to roll over and use any previously accrued hours/days. In other words, rolled over vacation days will be available to use until December 31, 2020. Any previously accrued, unused vacation days not used by December 31, 2020 will be forfeited.

## PTO Allotment

All Eligible Staff and Faculty:

### General Guidelines

- It is expected that employees will use their full PTO allotment each year. Any remaining unused PTO hours/days on May 31, will be forfeit. (Employees will have six months from the implementation of this policy to roll over and use any accrued days/hours. Any previously accrued vacation days not used by December 31, 2020 will be forfeited.)
- Annual PTO entitlement will be replenished each year on June 1<sup>st</sup>.
- When an employee exhausts their PTO time in any one year and still has a need for leave, they can request an unpaid leave from their supervisor. This must be approved by the supervisor and Human Resources. Unpaid leave is not guaranteed approval.

### Use of PTO Time:

- To use PTO, there must be a positive balance in the employee's PTO bank.
- Taking PTO time must be with prior approval of the employee's supervisor.
- Use of PTO time can be taken once you have been employed for a minimum of three (3) continuous months.
- Supervisors are encouraged to coordinate time off schedules with their staff so that service to students and other departments will continue.
- Once PTO is approved, it cannot be switched to another type of time off or be replaced by time given for an emergency closing. In a situation where an employee has a serious illness for more than one-half of the scheduled paid leave time, Human Resources will consider a request to change some of the days to sick time. This will require appropriate medical documentation.
- Requests for the use of PTO prior to having a full balance will be treated as exceptions and must be pre-approved by the employee's supervisor. The supervisor is responsible for requesting an additional approval from Human Resources. This is reserved for emergency situations or as a condition of initial hire.

## Recording PTO

### Non-Exempt

- Non-exempt employees are required to record all PTO hours daily as used.
- PTO time may be taken in one quarter ( $\frac{1}{4}$ ) hour increments.
- Employees who are out on PTO when time sheets are due, must complete their time

sheets and submit them electronically to their supervisor prior to their departure.

**Exempt**

- Exempt employees are required to record all PTO days used, or expected to be used, via StarGarden by the 20<sup>th</sup> of the current month.
- PTO, for exempt employees, can only be used in full day (8 hour) increments.
- Employees who are on leave when their monthly payroll is due, must enter leave days online prior to the 20<sup>th</sup> of the month.

**Upon Termination of Employment**

The University will not pay out any unused annual leave when the employee separates from the University – either voluntarily or involuntarily.