



Board Policy

Paid Time Off

The Peninsula Health Care District (PHCD) believes that employees should have opportunities to enjoy time away from work to help balance their lives. PHCD recognizes that employees have diverse needs for time off from work. PHCD has established this paid time off (PTO) policy to meet those needs. The policy contains provisions for vacation time and sick leave. The benefits of PTO are that it promotes a flexible approach to time off. Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserve if there is a need to cover vacation, illness or disability, appointments, emergencies or other needs that require time off from work.

1. Procedure:

Every employee, whether exempt or non-exempt, full-time or part-time, who works for PHCD for at least 30 days within a year from the commencement of employment, will be entitled to accrue PTO at the employee's regular rate of pay.

2. Availability:

Accrued PTO is available for use in the pay period following completion of 30 days of employment. All hours thereafter are available for use in the pay period following the pay period in which they are accrued.

3. Accrual and Payment of PTO:

Accruals are based upon all hours worked for PHCD. Employees will earn PTO hours according to the respective accrual rate per hour. (See Table Below.) Length of service determines the rate at which the employee will accrue PTO. PTO does not accrue on unpaid leaves of absence or PTO cash outs upon termination. Employees become eligible for the new higher accrual rate on the first day of the pay period in which the employee's anniversary date falls.

| <i>Years of Service</i> | <i>Accrual Rate per Hour</i> | <i>Annual PTO Accrual*</i> | <i>Maximum Accrual**</i> |
|--------------------------------|-------------------------------------|-----------------------------------|---------------------------------|
| Less than 1 year | 0.05000 | 13 days | N/A |
| One to three years | 0.07692 | 20 days | 30 days |
| Four to ten years | 0.09615 | 25 days | 37.5 days |
| 10 or more years | 0.11538 | 30 days | 45 days |

Adopted: April 24, 2008

Reviewed: July 2010, July 2012, July 2015

Approved: August 27, 2015

Revised: Board Approved March 28, 2019

* When PTO is used, an employee is required to request payment of PTO hours according to his/her regularly scheduled workday. For example, if an employee works a six-hour day, he/she would request six hours of PTO when taking that day off.

** Any accrued and unused PTO remaining at the end of the year will roll over to the following year. The employee will continue to accrue PTO until they reach the listed maximum. No PTO hours will accrue beyond the maximum accruals listed.

4. Use and Scheduling of PTO:

- When using PTO for any of the following, if the need for PTO is foreseeable, the employee must give PHCD reasonable notice, and if the need for PTO is not foreseeable, notice must be given as soon as practicable: The diagnosis, care, or treatment of an existing health condition, or preventive care (including annual physical or flu shots) for an employee or an employee's family member (including the employee's parent, child, spouse, registered domestic partner, grandparent, grandchild, and sibling), or when the employee is a victim of domestic violence, sexual assault, or stalking.
- When using PTO for other reasons, including, but not limited to vacations, PTO must be scheduled in advance, and is subject to supervisory approval, department staffing needs and established departmental procedures.
- Unscheduled absences will be monitored. An employee will be counseled when the frequency of unscheduled absences adversely affects the operations of the department. The supervisor may request the employee provide a statement from his or her health care provider at any time concerning the justification for an unscheduled absence.
- PTO may not be used for missed time because an employee reports late to work.
- PTO is paid at the employee's straight time rate. PTO is not part of any overtime calculation.
- Employees are required to use available PTO when taking time off from work with the exception of a company-required absence due to low workload or absences occasioned by the company.
- PTO may be taken in increments as low as one hour.
- Employees may not borrow against their PTO banks; therefore, no advance leave will be granted.

5. PTO Cash Out:

- After one year of service, employees are eligible to cash out their PTO.
- PTO balances in excess of 40 hours may be cashed out.
- For PTO cash out, eligible employees are required to indicate the cash out amount on their time sheet.
- The benefit will be paid in the next regular pay cycle.

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