

Paid Time Off (PTO)

KDLA provides this example policy to assist a library in developing and adopting their own policy. This example policy does not constitute legal advice and should be modified to meet the needs of your library and community. KDLA recommends the library's attorney review and approve any policy prior to adoption.

The _____ County Public Library provides a PTO benefit to all eligible employees based on employment status. This program combines traditional vacation, sick days, personal leave and emergencies into one plan. Employees accrue PTO hours each pay period and are paid for unused, accrued PTO hours upon termination, contingent upon the provisions of all applicable employment and wage and hour laws.

Managers take into account the staffing needs of the library when considering a request for paid time off work.

Employees must accrue a sufficient amount of PTO for a request to be approved. Exceptions may be made on a case-by-case basis contingent on Director approval. Documentation may be required.

To maintain a proper balance of work and family time, employees are encouraged to accrue an adequate bank of hours to provide coverage for vacations, short-term disability protection or other reasons that arise.

Eligibility

All regular full-time and part-time employees are eligible to accrue PTO hours. Temporary workers are not eligible for this benefit.

Accruals

- PTO hours begin accruing on the first day of employment with the library.
- PTO accrue hours each pay period. The accrual rate is based on the employee's employment status. Employees scheduled to work less than 35 hours a week accrue PTO hours on a prorated basis.
- PTO hours accrue as long as the employee is in active pay status. Active status refers to an active employee receiving pay through the payroll system; it does not include a terminated employee still receiving pay or an active employee on leave of absence without pay.
- PTO does not accrue during periods in which an employee is receiving workers' compensation benefits, nor after employment ends.
- The maximum limit of PTO hours that may accumulate is 420 hours.

- If an employee is rehired within 180 days of termination, their original date of hire is reinstated and used to determine PTO accrual rates.

Full-time Employees:

Full-time employees accrue PTO hours based on their years of service with the library. When an anniversary date is reached that results in an increase in the number of PTO hours accrued per pay period, the new accrual rate will be effective on the employee’s anniversary date.

Part-time Employees:

The rate at which PTO is accrued is based upon the hours worked.

PTO Accrual Table

	Hours Accrued Per Year	Accrual Rate Per Hour	Hours Accrued Per Pay Period
Full Time Employees			
1-4 Years	168 (24 days)	-	6.46
5-9 Years	203 (29 days)	-	7.81
10+ Years	238 (34 days)	-	9.16
Part-Time Employees	depends upon hours worked	0.092	depends upon hours worked

Status Changes

Employees who change status will keep the PTO hours they have already accrued. When changing status, years of service prior to the change will not be factored into PTO calculations:

- When an employee’s status changes from full-time to part-time their PTO hours will begin to be calculated based on the hours they work multiplied by the accrual rate for part-time employees.
- When an employee’s status changes from part-time to full-time, they will begin accruing PTO at the first tier rate.

Using PTO

PTO is generally used in minimum increments of one hour

- Use of PTO is subject to manager approval and department staffing needs. Under normal circumstances, PTO should be scheduled with the manager as far in advance as possible.
- PTO hours must be taken for requested time off when they are available. PTO hours will be used concurrently with Family and Medical Leave Act (FMLA) time.

- PTO hours may not be “borrowed” in advance of the date they are accrued. Therefore, no advance leave will be granted. PTO may not be “given” or “sold” to another employee.
- PTO hours paid in a week do not count toward overtime calculations for that week.
- A terminating employee receives payment for unused PTO hours in a lump sum on the final paycheck. Any mandatory withholding that applies to the regular payroll also applies to PTO payouts at termination.

[Reviewed 07/28/2022]