

Effective: 7/1/2016

Revised: _____

EPISCOPAL DIOCESE OF MILWAUKEE
PAID TIME OFF (PTO) POLICY
FOR EMPLOYEES HIRED AFTER JULY 1, 2016

PURPOSE:

The Episcopal Diocese of Milwaukee believes that employees should have opportunities to enjoy time away from work to help balance their lives. The Diocese recognizes that employees have diverse needs for time off from work. We have established this paid time off (PTO) policy to meet those needs. Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserves if there is a need to cover vacation, illness or disability, appointments, emergencies, or other situations that require time off from work.

POLICY:

Eligibility:

PTO is accrued upon hire or transfer into a benefits-eligible position. Eligible employees must be scheduled to work at least 20 hours per week on a regular basis. Employees working fewer than 20 hours per week on a regular basis and temporary employees are not eligible to accrue PTO.

Availability:

PTO accruals are available for use in the pay period following completion of 90 days of employment. All hours thereafter are available for use in the pay period following the pay period in which they are accrued.

Accrual and Payment of PTO:

Accruals are based upon paid hours up to 2,080 per year, excluding overtime. Employees working fewer than 40 hours per week and at least 20 hours per week will earn PTO hours on a prorated basis, according to the 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 higher accrual rate on the first day of the pay period in which the employee's anniversary date falls.

Years of Service	Accrual Rate per Hour	Annual PTO Accrual*	Maximum Accrual*
Less than one year	.02307	6 days (48 hours)	
1 – 5 years	.06153	16 days (128 hours)	21 days (168 hours)
6 – 10 years	.08076	21 days (168 hours)	26 days (208 hours)
11 – 20 years	0.1	26 days (208 hours)	31 days (248 hours)
20 or more years	.11923	31 days (248 hours)	36 days (288 hours)

**No PTO hours accrue beyond the maximum accruals listed.

Use and Scheduling of PTO:

Employees are required to use available PTO when taking time off from work with the exception of a Diocesan required absence due to low workload or absences occasioned by the Diocese. PTO may be taken in increments of as low as one hour. However, PTO may not be used for missed time because an employee reports late to work, except during inclement weather.

When possible, PTO must be scheduled in advance. PTO is subject to supervisory approval, Diocesan staffing needs and established Diocesan procedures. Unscheduled absences will be monitored. An employee will be counseled when the frequency of unscheduled absences adversely affects the operations of the Diocese. The supervisor may request that the employee provide a statement from a health care provider concerning the justification for an unscheduled absence.

When PTO is used, an employee is required to request payment of PTO hours according to his or her regularly scheduled workday. For example, if an employee works a six-hour day, he or she would request six hours of PTO when taking that day off. PTO is paid at the employee’s straight time rate. PTO is not part of any overtime calculation.

Employees may not borrow against their PTO banks; therefore, no advance leave will be granted.

Payment Upon Termination:

After 90 days of employment, an employee will be paid upon resignation, separation or retirement for all PTO hours accumulated but not used. Employees whose positions are eliminated through a reduction in force or reorganization or whose hours drop below 20 per week are paid PTO on the effective date of the termination.