

410-03 PAID TIME OFF (PTO)—PROCEDURE

1. PURPOSE

The College offers a Paid Time Off (PTO) plan for the purpose of providing benefit eligible employees the opportunity to take time off from work without loss of compensation. The PTO program is an inclusive time off program intended for use in connection with vacation, illness, doctor visits, personal business, family care, emergencies and other needs which may require time off from work. PTO does not cover scheduled holidays and other paid leaves.

Full-time faculty is not eligible for PTO. See Procedure 410-04 (Sick Leave for Full-Time Faculty).

This procedure is effective July 1, 2009, and supersedes the vacation, sick leave and personal leave procedures previously outlined in the personnel policy manual and any other documents previously published, but not specified herein.

2. PROCEDURE

Eligibility

All benefit eligible employees working at least 1560 hours (three-quarter time or more) in a fiscal year are eligible to accrue PTO leave. Eligible employees working less than 2080 (full-time) hours per year will accrue PTO on a pro-rated basis. PTO will not be accrued during unpaid leaves of absence.

Administrative/Professional	
32 Days Per Year	
Classified Staff	
0-2 Years of Service	21 Days a Year
Beginning year 3 through competition of year 4	26 Days a Year
Beginning year 5+	32 Days a Year

Probationary Employees

Employees who are serving a probationary period may use PTO while on probation with prior approval from their supervisor. Leave request shall not exceed the available leave balance.

Carry Forward of Accrued PTO

Unused PTO may be carried past June 30th of each year. An employee may carry forward two times his/her maximum accrual for the year. Any unused PTO in excess of two times the annual accrual rate will be converted to the Compassionate Leave Bank.

PTO Leave upon Termination or Loss of Benefits Eligibility

Upon termination or if an employee becomes ineligible for benefits, the employee will be paid a lump sum at his/her rate of pay at the time of termination based on the following schedule. At no time can the maximum PTO paid exceed one year of accrual.

Consecutive Service	Amount Paid Upon Termination or Loss of Benefits
1 year completion through completion of 5 years	25%
Beginning year 6 through completion of 10 years	50%
Beginning year 11 years through completion of 15 years	75%
Beginning year 16 +	100%

Reinstatement of PTO Accrual Rate

If a classified employee is rehired within 12 months after termination, the employee is eligible to continue to accrue PTO at the rate he/she was accruing at the time of termination.

Grandfather Clause

At the time of conversion, employees will be permitted to carry forward vacation time at a maximum of one and one half times their year's leave accrual into their individual PTO account. In subsequent years, employees will be able to rollover two times their maximum accrual for the year.

Those employees carrying accrued sick leave balances will be permitted to carry forward those hours in a separate sick leave account, called sick leave reserve (SLR) that is not subject to accrual. SLR balances may be paid upon termination of employment or approved retirement based on the following conditions:

1. Employees hired prior to July 1, 2009, and who have 10 years of service with the College, shall be paid for unused sick leave up to a maximum of 75 days (600 hours) or \$5,000 whichever is less. Employees shall be paid at their hourly rate as of June 30, 2009.
2. Employees hired prior to January 1, 1996, shall be paid at their hourly rate as of June 30, 2009, based on the following rules:
 - a. Upon 10 years of service, 50% of unused accrued SLR up to a maximum of one year will be paid. For the purpose of this procedure a year is defined as 260 days or 2,080 hours.
 - b. Upon normal retirement as defined by the Arizona State Retirement System, 100% of unused accrued SLR up to a maximum of one year will be paid.
 - c. SLR pay as defined above will only be paid if the employee is in good standing.

Procedural Guidelines

For more detail, refer to the Procedural Guidelines.

3. BACKGROUND

1. References: Personnel Policy Manual, Procedure 410-04
2. Revision history: 04/01/2001, 05/13/2009, 06/22/2011, supersedes Procedure 410-08
3. Legal review: none
4. Sponsor: Human Resources

Adopted by College Council: 06/22/2011