

17.53 Retail Paid Time Off (PTO)

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to grant paid time off to all eligible retail employees.

Procedure:

Only full time (average 35 or more hours per week) employees who are not in a temporary status are eligible for Paid Time Off (PTO). The annual accrual amount and accrual rate is based upon years of service. Accrued hours are a total of vacation and holiday hours for the year.

Example: A 40 hour per week employee with 3 years of service will earn an annual accrual of 96 hours, or 0.046154 per hour paid. (40 hours of vacation + 56 hours of holiday time = 96 total hours).

Years of Service	Retail Staff (8 hrs/day) Accrual Rate	Maximum Annual Accrual (2080 hrs. paid)		Years of Service	Retail Staff (7/hrs/day) Accrual Rate	Maximum Annual Accrual (1820 hrs. paid)
1-4 years	0.046154/hr paid	96		1-4 years	0.046154/hr paid	84
5-6 years	0.065385/hr paid	136		5-6 years	0.065385/hr paid	119
7-9 years	0.084615/hr paid	176		7-9 years	0.084615/hr paid	154
10+ years	0.1038462/hr paid	216		10+ years	0.1038462/hr paid	189

- PTO begins to accrue on the first day of employment
- PTO cannot be used during the employee's 90-day Introductory Period
- PTO is paid at the employee's base rate of pay at the time of absence
- Except in emergency situations, PTO must be scheduled in advance and with manager/supervisor approval
- PTO must be taken in at least one-hour increments
- All PTO, grandfathered sick pay, and disability sick pay must be exhausted before unpaid time off is permitted
- PTO accrual for a day worked is not permitted (except for holidays listed in Policy & Procedure 17.10, *Store Holidays*)
- PTO may not be used before it is earned
- Earned PTO is forfeited should termination occur during the 90-day Introductory Period
- PTO accrues only for hours paid by Licking/Knox Goodwill Industries, Inc.
- PTO does not accrue during unpaid leave of absences, including absences paid by others

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- Employees who voluntarily terminate and provide a two-week notice of termination will receive payment for all accrued and unused PTO in his/her final pay. If a two-week notice is not provided, all accrued and unused PTO will be forfeited. (PTO does not include disability or grandfathered sick pay.)
 - Employees terminated for just cause forfeit all accrued and unused PTO.