

## 9.05 Administrative Paid Time Off

### Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to provide paid time off to eligible administrative 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, personal days, and holiday hours for the year.

*Example: A 40 hour per week employee with 3 years of service will earn an annual accrual of 168 hours, or 0.080769 per hour paid. (80 hours of vacation + 24 hours of personal time + 64 hours of holiday time = 168 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	0.080769/hr paid	168		1-4 years	0.080769/hr paid	147
5-9 years	0.10/hr paid	208		5-9 years	0.10/hr paid	182
10-14 years	0.0119231/hr paid	248		10-14 years	0.0119231/hr paid	217
15+ years	0.138462/hr paid	288		15+ years	0.138462/hr paid	252

- 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)
- To be entitled to PTO for a holiday, an employee must be on active payroll status and not on unpaid leave during the holiday
- 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
- A maximum of one year's PTO accrual may be carried into the next year
- Excess PTO hours over the allowed carry over amount may be transferred into a Disability Sick Pay account. (See your supervisor or Human Resources for more information.)
- 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.