

POLICY AND PROCEDURE

REACH for Tomorrow

POLICY: RHR-532

TITLE: PTO and Holiday Pay

EFFECTIVE DATE: 12/8/24 AUTHORIZED BY: Board of Trustees

RHR-532 PTO and Holiday Pay

This policy shall apply to all employees of REACH for Tomorrow.

1.0 Paid Time Off

- 1.1 Use of PTO during the first 6 months of employment is addressed in procedure HR 520.3.
- 1.2 An employee shall accrue paid time off on a bi-weekly basis prorated to the actual hours paid each week.
- 1.3 REACH for Tomorrow shall plan and implement an equitable system that provides employees an opportunity to utilize paid time off. Employees shall be kept informed of the actual balance of Paid Time Off they have accrued.

Whenever possible, paid time off shall be scheduled in advance. Authorization of paid time off shall rest with the immediate supervisor and shall reflect agency needs.

- 1.4 Paid time off shall be used in increments of one-half hour, with subsequent increments of at least one-quarter hour, per request.
- 1.5 Employees shall accrue paid time off bi-weekly, based on the number of years of employment as shown on the following chart effective for employees hired on or after January 1, 2017:

YRS/EMP

MAX. ANNUAL ACCRUAL

0 – LESS THAN 3 YEARS	10 DAYS (80 HRS)
3 – LESS THAN 4 YEARS	15 DAYS (120 HRS)
4 YEARS AND OVER	20 DAYS (160 HRS)

- 1.6 Employees not regularly scheduled to work 80 hours biweekly, and employees beginning or terminating employment or on leave without pay, shall accumulate paid time off at a ratio proportionate to the time actually worked (to the nearest quarter hour).
- 1.7 Paid time off may be accumulated as shown in the below chart.

Years Employed	Maximum Accumulation
0 – Less than 3 years	80 hours

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3 – Less than 4 years	120 hours
4 + years	160 hours

1.8 Employee Resignation

- 1.8.1 Employees shall provide a thirty (30) calendar day notice at the time of resignation.
- 1.8.2 In the event that an employee does not provide a thirty (30) day notice, the employee will forfeit their accrued paid time off.
- 1.8.3 The CEO shall acknowledge in writing within one business day the receipt of a written notice of resignation.
- 1.8.4 The CEO shall determine if any paid time off may or shall be used during the 30-day post-resignation period.
- 1.8.5 Employees must exhaust all earned paid time off before taking any unpaid leave. Paid time off will be coordinated with the Family and Medical Leave Act requirements as well as with the Short-Term and Long-Term Disability benefits.
- 1.8.6 An employee who is terminated by the CEO, at will or for cause, will forfeit their accrued paid time off.

3.0 Holidays

The following are paid holidays for REACH for Tomorrow employees:

New Year's Day
Martin Luther King, Jr.'s Birthday
President's Day
Good Friday
Memorial Day
Juneteenth
Independence Day
Labor Day
Columbus Day
Veteran's Day – floating
Thanksgiving Day
Christmas Eve (1/2 Day)
Christmas Day

If the observed holiday falls on a Saturday, that holiday will be observed on the preceding Friday. If the observed holiday falls on a Sunday, that holiday will be observed on the following Monday. Otherwise, all holidays shall be observed on the day on which they fall.

The holiday schedule may be varied by the CEO of REACH for Tomorrow as necessary to provide adequate coverage and services to the community.

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