



POLICY: 2-59 Paid Time Off (PTO)

LT Approved:
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Responsible Party: Vice President, People & Culture

Paid Time Off (PTO) provides employees with additional flexibility concerning paid time off from work. This benefit is used for illness, bereavement, personal appointments, vacation, and other non-work-related activities. All full-time faculty and full-time staff are eligible for PTO. Part time employees, temporary employees, adjunct faculty, federal work study and interns are not eligible for this benefit. PTO is paid in addition to Holiday pay (see **2-64 Holiday**).

PTO hours will be earned and awarded bi-weekly on pay dates. For new fulltime regular employees, PTO hours are earned beginning the 1st day of fulltime employment. PTO accrual rates are reflected below:

Non-exempt employees, date of hire to 2nd anniversary of fulltime status: 5.54 hours per pay period (144 hours/18 days annually).

Non-exempt employees, year 2 to year 4 of fulltime status: 7.08 hour per pay period (184 hours/23 days annually).

Non-exempt employees, beginning year 4 or Exempt staff and 12-month Faculty beginning with hire date: 8.62 hours per pay period (224 hours/28 days annually). 9-Month Faculty accrue 3.69 hours per pay period (96 hours/12 days annually)

For non-exempt employees, increased PTO accruals will be awarded on the first full pay period following year 2 and year 4 anniversary dates as a fulltime employee.

Guidelines for PTO Use

Employees are asked to make their PTO requests 30 days in advance or as far in advance as possible. Requests for PTO will be considered based on a number of factors, including department operating and staffing requirements. Employees will not be allowed to use PTO hours in excess of their available balance, if an employee is absent and does not have PTO available to cover their absence, unpaid time will be reflected on the timesheet**. Supervisors are authorized to deny requests for time off that would unduly burden the employee's department or if the employee will not have enough PTO hours to cover the request.

For Exempt (salaried) and Non-exempt (hourly) employees: PTO may be taken and recorded on the timecard in quarter-hour increments.

** For Exempt employees WSU Tech will comply with federal Wage & Hour law pertaining to reduction of salary for a partial-day absence when PTO balance is inadequate to cover the absence.

PTO will be paid at the employee's base rate at the time the leave is taken. PTO pay does not include overtime or any special forms of compensation such as incentives, commissions, bonuses or shift differentials.

Employees with a balance in their Employee Extended Benefit (EEB) Bank may begin using these hours after using at least 40 consecutive hours of PTO for each incident in the event of an extended illness or injury. There is no cash value upon separation for the hours in the EEB bank.

Requests for unpaid time off will not be approved if the employee has PTO hours available (with military service being the exception).

The employee may choose to use any number of PTO hours to supplement employee Short Term Disability (STD) and Long-Term Disability (LTD) payments while on an approved leave of absence but combined cannot exceed 100% of base weekly earnings to the employee. Employees will not accrue PTO during the period of time the employee is on **unpaid** leave of absence or once STD payments end and the employee becomes eligible to apply for Long Term Disability payments.

At the conclusion of some grant funded positions or when an employee changes jobs to a non-grant funded position, employees may be paid out for accrued but unused PTO up to 240 hours earned while working under the grant.

If the employment relationship continues after a grant, any PTO balance over the paid hours may be maintained on the employee record and PTO will accrue for the employee in the new position. Employees who are paid out PTO following a grant end are eligible for an additional payout if employment terminates within 12 months.

Terminating Employees

Accrued but unused PTO leave that has been earned through the last day of work will be paid out at the employee's base rate of pay for up to a maximum of 240 PTO hours provided the employee has given the college "proper notice" ("proper notice" as defined in Policy **2-15 Separation from Employment** is 10 working days for non-exempt employees and 20 working days for exempt employees). For computation purposes, PTO payout will be based on the number of days the employee worked within their 40-hour work week (8 hour or 10 hour days).

Employees who left the College at full time status and are rehired at full time status within one calendar year of separation will receive credit for former time worked and will accrue PTO for the combined employment time.

In the event of an employee's death, up to 240 hours of accrued but unused PTO hours in the employee's bank will be paid at the employee's current rate of pay.