



## PAID TIME OFF POLICY

Paid Time Off (PTO) provides you with the flexibility to use your time off to meet your personal needs, while recognizing your individual responsibility to manage your paid time off.

You will accumulate a specified amount of PTO each pay period worked, and it is up to you to allocate how you will use it – for vacation, illness, medical/dental appointments, leave, personal business, or emergencies. The Hamilton Parks Conservancy may require you to use any unpaid PTO during disability or family medical leave, or any other leave of absence. The amount of PTO earned will depend on your length of service.

To be a full-time staff member you must work a schedule of 1,888 hours or more. You are also required to work five (5) weekends between the months of May-September. On the weeks that you work a weekend, Monday and Tuesday will be your days off.

The amount of PTO you accrue each year is based on your length of service and accrues according to the Accrual Schedule for full time employees chart below. PTO is accrued as you work. You will not accrue PTO time while you are on leave of absence or suspension by the Hamilton Parks Conservancy.

### PTO TIME ACCRUED FOR FULL TIME STAFF:

YEARS OF CONTINUOUS SERVICE	APPROXIMATE PTO HOURS PER YEAR BASED ON 40 HOURS/WK	APPROXIMATE PTO ACCRUAL PER PAY (26 PAYS)	PTO BANK MAXIMUM	MAX. PTO HOURS PAID AT SEPERATION
Less than 1	80	3.08	176	176
1-8 Years	120	4.615	176	176
9-15 Years	136	5.231	176	176
16-20 Years	160	6.153	176	176
21 and up	168	6.462	176	176



In addition to PTO hours, full time staff will receive the following paid time off:

Martin Luther King Jr. Birthday

Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Friday after Thanksgiving Day

December 21 through January 1 inclusive (staff may be called in for snow emergencies)

You must complete an Employee PTO Request Form, and obtain approval from your supervisor one (1) week prior to your time off. This allows for you and your supervisor to prepare for your time off and assure that all staffing needs are met.

During the months of April through September only one line staff member and one supervisory or administrative member can be off on the same date except through illness or special approval from the Park Superintendent and Director. During these months, the maximum consecutive scheduled work days off are five without special approval from the Park Superintendent and Director. All leave must be approved by a HPC Supervisor.

Staff Members may request to be paid for up to 24 hours of PTO time in a calendar year. This request must be made, in writing, no later than December 1 of the calendar year. The member must have the requested hours in the PTO bank.