

Purpose:

Palmer's Home Care, LLC (PHC) recognizes that employees have diverse needs for time off from work and, as such, Palmer's Home Care, LLC has established this paid time off (PTO) policy. The benefits of PTO are that it promotes a flexible approach to time off by combining vacation, sick, and personal leave. Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserves if there is a need to cover vacation, illness or disability, appointments, emergencies, or other situations that require time off from work.

Eligibility:

Eligibility is for hourly nonexempt fulltime staff. PTO is accrued upon the successful completion of a 90-day probation period. Eligible employees must be scheduled to work at least 30 hours per week on a regular basis. Employees working less than 30 hours per week on a regular basis, on-call, PRN, and temporary employees are not eligible to accrue PTO.

Procedures

Availability:

PTO accruals are available for use in the pay period following the completion of the 90-day probationary of employment. If a probationary period is extended, PTO accruals will begin upon completion. If an employee is placed on a new probationary period, after their initial probationary period, PTO hours will continue to accrue, however, the employee will be unable to request time off until the completion of the new probationary period. Palmer's Home Care, LLC reserves the right to approve or deny all PTO requests for any reason.

Accrual and Payment of PTO:

Accruals are based upon paid hours up to 2,080 hours per year, excluding overtime. Length of service determines the rate at which the employee will accrue PTO. This time does not accrue on unpaid leaves of absence. Employees become eligible for the higher accrual rate on the first day of the pay period in which the employee's anniversary date falls.

Full-time accrual rates:

Years of Service	Accrual Rate per Bi-Weekly Pay Period	Annual PTO Accrual*	Maximum Accrual**
Less than 1 year – 4 years	2.5 hours	(40 hours)	(40 hours)
5-7 years	3.0 hours	(48 hours)	(48 hours)
8-11 years	3.5 hours	(56 hours)	(56 hours)
More than 12 years	4.00 hours	(60 hours)	(60 hours)

*Annual PTO accruals are based on an employee having 2,080 paid hours per year (40 hours per week).

**No PTO hours will accrue beyond the maximum accruals listed.

Use and Scheduling of PTO

Employees are required to use available PTO when taking time off from work. PTO may be taken in increments of as low as one hour.

Whenever possible, PTO must be scheduled in advance. All requests are subject to supervisory approval, department staffing needs, and established departmental procedures. Absences without prior knowledge of your supervisor will be considered a no-call no-show under PHC's time and attendance policy. An employee may face disciplinary action when the no-call no-show occurs and or the frequency of unscheduled absences adversely affects the operations of the department. The supervisor may request that the employee provide a statement from a health care provider concerning the justification for an unscheduled absence. A supervisor also reserves the right to approve or deny any PTO request, outside of any legally protected leave (i.e., FMLA).

When PTO is used, an employee is required to use PTO hours according to his or her regularly scheduled workday. For example, if an employee works a six-hour day, he or she would request six hours of PTO when taking that day off. PTO is paid at the employee's straight time rate. PTO is not part of any overtime calculation.

Employees may not borrow against their PTO banks; therefore, no advance leave will be granted.

Payment upon Termination

Regardless of the separation method from Palmer's Home Care, LLC (i.e., resignation, termination, retirement, etc.), an employee will not be paid out any of the PTO hours accumulated but not used.

Non-Carryover Clause:

Palmer's Home Care, LLC hourly employees, must use their PTO time by December 31st, or all accrued time will be forfeit. For example, if an employee has five remaining accrued PTO days at the end of the year and does not use them, they will be forever lost and unavailable in the next calendar year.