



Time Off with Pay Policy

I. POLICY

All SMB Disability Solutions employees are eligible to accrue Paid Time Off (PTO). PTO accrual will be tracked on the employee's payroll stub. For Earned Sick and Safe Time (ESST) guidelines, refer to the Employee Handbook.

II. ESST

- a. Accrual begins on Day 1 of SMB Disability Solutions employment and may be used in accordance with ESST guidelines. ESST accumulates at a rate of approximately 1 hour of ESST per 30 hours worked (or 0.0333 hours of ESST for every 1 hour worked) for employees on an hourly wage.
 - i. For example, an employee who has worked 60 hours in a 2 week pay period will earn 2 hours of ESST at the end of that pay period.
- b. Employees who are salaried exempt status accrue 2.66 hours of ESST per pay period.
- c. Employees may only accrue up to 48 hours of ESST per calendar year. Unused ESST will rollover from year to year up to a maximum accrual of 80 hours of ESST.
- d. Only ESST that has already been accrued may be used.

III. PTO

- a. Accrual begins on Day 1 of SMB Disability Solutions employment. On Day 91, the employee may use PTO earned in accordance with PTO request guidelines.
- b. While an employee is accruing ESST at a rate of about 1 hour of ESST per 30 hours worked, PTO accumulates at a rate of about 1 hour of PTO for every 62.5 hours worked (or 0.0167 hours PTO for every 1 hour worked). The combined (ESST and PTO) accrual rate is about 1 hour for every 20 hours worked for employees on an hourly wage.
- c. Once an employee has accrued 48 hours in a calendar year (or a maximum accrual of 80 hours of ESST), PTO accumulates at a rate of 1 hour of PTO per 20 hours worked for employees on an hourly wage.
 - i. For example, an employee who has worked 40 hours in a 2 week pay period will earn 2 hours of PTO at the end of that pay period.
- d. Employees who are salaried exempt status accrue 1.37 hours of PTO per pay period. Once an employee who is salaried exempt status accrues 48 hours of ESST in a calendar year (or a maximum accrual of 80 hours of ESST), they will accrue 4 hours of PTO per pay period.
- e. Employees may only accrue up to 250 hours of PTO. PTO will stop accruing once the employee reaches 250 hours. Unused PTO can only be carried over from year to year if the total is 250 hours or less.

IV. Use of PTO

- a. Only PTO that has already been accrued or gifted may be used.
- b. Requests for time off are required whether it is paid or unpaid unless using ESST. Refer to *"Paid Time Off (PTO) and Unpaid Time Off (UTO) Request Policy"*. Employees may still request time off if they do not have available PTO or ESST.



- c. PTO may be used (but is not required to be used) for Day Program or IHS days off due to weather-related program closures with approval from the employee's supervisor.
- d. Unexcused absences and sick leave (except for shift hours that are covered by ESST hours) require the use of PTO for the time of the scheduled shift up to a maximum of 8 hours per incident. Back-to-back days of illness count as one incident.
 - i. The use of PTO is not required in Adult IHS if hours are able to be re-scheduled per supervisor approval.
- e. If FMLA is granted, all accrued PTO must be used at the time of this leave.

V. PTO and ESST "Cash Out"

- a. Employees may "cash out" up to 20 hours of combined unused PTO and/or ESST twice per calendar year. The "cash outs" may not occur within the same pay periods.
- b. The pay rate of the "cash out" will be at the hourly rate the employee is paid during their work week. If the employee works different shifts with wage differentials, the hourly wage associated with the shift the employee most often works in a 2-week pay period will be used for the "cash out" amount.
 - i. For example, an employee who typically works 60 hours of night shifts per pay period at \$11/hour and 20 hours of day shifts at \$15/hour may "cash out" PTO and/or ESST at a rate of \$11/hour.
- c. Employees may only "cash out" PTO or ESST already accumulated and documented in payroll.
- d. Requests for PTO and/or ESST Cash Out must be requested on their department timesheet and submitted to the Office Manager

VI. PTO "Gifting"

- a. Employees may "gift" PTO to other SMB Disability Solutions employees. Employees may only "gift" PTO already accumulated and documented in payroll.
- b. The gifting ratio is 1:1 hour, meaning if an employee gifts one hour of PTO, the recipient receives one hour of PTO.
- c. The recipient may use the gifted PTO according to company policy, including "cash out" of the PTO in accordance with "PTO 'Cash Out'" policy in *Section V. PTO and ESST "Cash Out"* above.
 - i. The "cash out" rate for gifted PTO will be at the hourly rate of the recipient of the gifted PTO per the guidelines listed in section V. *PTO and ESST "Cash Out"* above.
- d. Requests for PTO Gifting must be requested on their department timesheet and submitted to the Office Manager
- e. Employees can only gift hours of PTO, not ESST hours.

VII. Separation

- a. SMB Disability Solutions will **pay out a maximum of 80 hours of combined unused PTO and/or ESST** at the time of an employee's resignation **if the employee gives two weeks of notice** of resignation (**four weeks of notice of resignation** for an employee in a **Program Director, Program Coordinator, Direct Support Specialist, Team Lead, Program Lead, or Executive Administration position**) and all property of SMB Disability



Solutions, including, but not limited to, documents containing client information is returned.

- b. Employees who do **not** give two weeks of notice of resignation (**four weeks of notice of resignation** for an employee in a **Program Director, Program Coordinator, Direct Support Specialist, Team Lead, Program Lead, or Executive Administration position**) or are terminated from employment by SMB Disability Solutions will only receive payment of unused PTO and/or ESST (**up to a maximum of 80 hours of combined unused PTO and/or ESST**) if they are terminated through no fault of their own **and** with approval from Program Director, CEO and CFO.