

<b>Hawkeye Area Community Action Program, Inc.</b>	<b>Policy # 308</b>
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<b>Paid Time Off</b>	<b>Effective: August 29, 2003</b>
<b>APPROVED BY: HACAP Board of Directors</b>	<b>Revised: July 1, 2025</b>

### **Policy Statement**

Paid Time Off (PTO) approved by HACAP shall include vacation, illness, scheduled break periods for school year classrooms and other PTO. PTO is not accrued when an employee is off work on short-term disability or on unpaid leave.

Employees will accrue PTO according to the following schedule:

<b>Years of Service</b>	<b>Accrual Rate per hour paid</b>
0 days through one (1) year	.054 hrs.
One 1 year and one (1) day through five (5) years	.070 hrs.
Five (5) years and one (1) day through termination	.093 hrs.

In the event that the employee has more than 160 hours of accrued PTO as of the last pay period in August each year, the employer may pay that excess to the employee on the last August paycheck.

Employees that have accrued more than 100 hours PTO may request payment of up to 40 hours of PTO two times per contract year prior to the last pay period in August.

At the employee's request, the employee share of health insurance withholding for school year employees will be calculated to collect their annual share during the pay periods they are scheduled to work. The employer will refund any excess collection if the employee separates employment or ends their participation in the health plan.

Non-bargaining unit employees must use all accrued PTO prior to using leave without pay.

Upon separation from the employment of the employer, earned PTO will be paid to the employee in full.

### **Target Audience**

Full-time full status or part-time full status employees

### **Necessities**

PTO request in the electronic timekeeping system.

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### **Standard Operating Procedure**

An Employee may also request payment of PTO in the event of an immediate and burdensome financial need. The CEO or his/her designee must approve these hours prior to payment.

PTO is accrued on each hour worked and paid time off hour used by eligible employees. This accrued paid time off may be used for personal obligations, emergencies, illness, rest, relaxation and personal pursuits.

Exempt employees get the benefit of getting a full year's worth of PTO each year on October 1 to utilize. If an exempt employee terminates employment with HACAP during the year they will be paid out the amount of PTO earned from October 1 through the final date of their employment within the applicable year.

- The request shall be completed by the employee and submitted in the electronic timekeeping system as soon as possible.
- In cases of extreme and unexpected emergency, the request is made via telephone (only when the employee is unable to appear in person) to the Supervisor and is made sufficiently early so that adequate staffing may be arranged for.

### **Paid Time Off**

- Supervisors will approve/deny the electronic request and will be sent to the Payroll Department for processing attached to the employee's electronic timesheet.
- Exempt employees must use PTO in 4 or 8 hour increments.
- Requests for more than 2 weeks must be sent to the CEO for approval.
- If the request is denied, the employee may appeal the decision using the normal grievance/complaint process – HACAP Policy #510.
- Non-bargaining unit employees must use all accrued PTO prior to using leave without pay. An exception to this procedure is being made for non-bargaining unit Head Start staff during the summer of 2025 due to funding reductions impacting days of operation. For those non-bargaining unit employees impacted by this reduction, PTO must be used unless there is a program shutdown of more than 5 consecutive working days. Employees have the option of using PTO if they wish in those instances.

### **Sick Leave**

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- Although no form is required for an employee to take paid time off as sick time, proper notification to the Supervisor must be made according to the following conditions:
- If the employee has advance knowledge of physical incapacity to perform work, written request should be made in the electronic timekeeping system.
- If injury or illness occurs without advance knowledge or warning, verbal notification is sufficient, if made directly to the Supervisor and with notification made as soon as possible. Only in severe instances will notification by someone other than the employee be sufficient.
- In all cases, employees are expected to provide notification with a proper period of time that allows HACAP to arrange for adequate staffing in their absence. Only in extreme instances will notification less than two (2) hours before the regularly scheduled working shift be acceptable.
- Written documentation from a physician may be necessary before time off is approved due to illness. In all absences of 3 consecutive days or more, (beginning with employee's regularly scheduled time for reporting to duty) a written release from a physician may be required before the employee will be allowed to return to duty.

### **Family Medical Leave**

- Any accumulated paid time off must be used when on FMLA except for Bargaining Unit employees.

Refer to Policy # 305 Family Medical Leave Policy

### **Time Off to Vote**

- If an employee is unable to vote before or after regular working hours, that employee will be allowed reasonable time off with pay to discharge this civic duty. The employee must schedule this time off with his/her Supervisor.

### **Workers' Compensation**

- For those individuals properly released from duty by a physician due to injury sustained on-the-job, leave of absence is granted in the same manner as any other medical leave of absence.
- Employees are to notify their Supervisor at least once weekly to advise them of their current status. Written release from the physician is required before the employee is allowed to return to duty. For those absences requiring more than three (3) consecutive

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days of absence, all pay received will be that in accordance with workers' compensation laws as processed by the agency's workers' compensation insurance carrier.

- FMLA leave may run concurrently with Workman's Compensation.
- Short-term disability will not be paid while receiving workman's compensation.

#### **Other Requests for Time Off**

- Any request other than those contained in this procedure will be considered individually by the Supervisor and will require final approval by the CEO or his/her designee before time off is granted.

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**Process Manager**

This policy was written by the Human Resource Department for use by all HACAP operations. Questions regarding this policy should be directed to the Human Resources Department at 319-393-7811.