

# Flexible PTO Policy

Policy: Flexible PTO	Policy Description: Outline the company's policy on paid time off.
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Effective Date: October 1, 2017	Revision Date: January 20, 2021

## PURPOSE

The purpose of Paid Time Off (PTO) is to provide you with the opportunity for rest, relaxation and rejuvenation necessary for you to live a well-balanced life and to give your best while you are at work.

Our PTO policy allows you the flexibility to take scheduled days off work when needed or desired, provided such time off does not interfere with your job duties or the needs of the business. All PTO must be approved in advance by your supervisor and submitted through UKG.

## FLEXIBLE PTO REQUESTS

- PTO requests are approved on a first-come, first-serve basis to ensure that departments maintain adequate staffing levels to support business needs. Each manager is responsible for determining the maximum number of team members that may be out at one time and may deny requests based on that determination.
- PTO should be requested as far in advance as possible. This will provide the greatest opportunity for your team to cover your work while you're out. A best practice for PTO requests greater than one week is to request at least a month out; for 10+ days, two months in advance.

## UNEXPECTED, SICK, OR SHORT-TERM DISABILITY ABSENCES

- For unexpected absences, such as illness, unexpected transportation issues, or a sick child, you must let your supervisor know as soon as possible before your scheduled workday (Reference Time & Attendance policy).
- PTO for sick absences will be limited to a maximum annual allotment of nine (9) days per year. All absences due to illness in excess of nine (9) days may require a doctor's note to excuse the absence(s), but the time will be unpaid. Sick-PTO is not an accrual, and therefore any days remaining at the end of the year or at the time of separation will not roll over or be paid out. Please note the Company may request a doctor's note when it deems appropriate and at its discretion. Time will be adjusted for those in benefits eligible part time positions to coincide with adjusted schedules.
- Time off due to extended illness and/or injury or leaves of absence such as those covered under Family and Medical Leave (FMLA) are handled separately by Short-Term Disability, and/or FMLA. In short-term disability situations, Sick-PTO may be paid until the time is covered by this separate benefit (i.e., short term disability), unless the annual allotment of sick leave has been exhausted. In cases where short-term disability is not applicable (e.g., intermittent FMLA), Sick-PTO may also be paid until the annual allotment is exhausted. Please note, Flexible PTO may not be used while on FMLA or Intermittent FMLA. Sick-PTO should not be used for parental leave situations.

## REQUESTING OR ENTERING PTO/SICK TIME

- Although employees no longer accrue or bank time earned, PTO should still be tracked and entered in UKG.
  - If you are recording a PTO day because you were sick, you are required to enter time in UKG using the “Sick – PTO” code.
  - For all other reasons, you will enter time in UKG using “Paid Time Off”.
- Flexible PTO can only be taken in ½ day (4 hour) or full day (8 hour) increments.
  - For example, hourly/non-exempt employees, if you leave early at 4pm but you are scheduled until 5:30pm, you cannot use PTO to supplement the time off.
- Sick PTO can be taken in increments of 2 hours to accommodate appointments, up to a full day (8 hours).
- Any PTO requests over two (2) consecutive weeks at a time requires pre-approval from the Executive Leadership Team member who oversees your department. Pre-approvals should be sent to hr@relias.com when the request is approved.
- This policy is intended to provide employees with the time off necessary to do their best while at work. If an employee’s performance declines due to abuse of this policy, management has the right to decline future requests, if appropriate.

## RELATED POLICIES

- Leave of Absence Policies, including Family and Medical Leave
- Time and Attendance

## REVIEW/REVISION HISTORY

Date of Change	Completed by	Summary of Change/Review
9/2017	Tina Krebs	Created document
1/2019	Nicole Matteson	Added language for part-time, clarified sick leave usage
1/20221	Biz Hill	Updated language to align with <i>Flexible PTO</i> guidelines