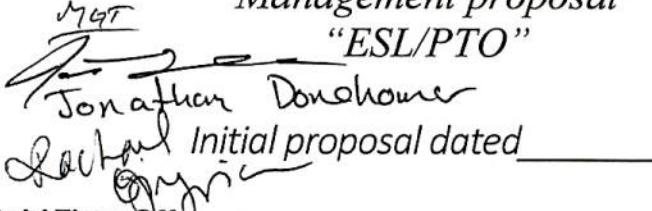


TA 9-19-25
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Management reserves the right to modify this proposal

LABOR

TA

MGT

Jonathan Donahue
Initial proposal dated _____

Article 13(A) Paid Time Off

Purple agreed to by Labor and Management
Green adjusted language proposed at next meeting
Blue Management proposed language

A. Paid Time Off

The paid time off program consists of various paid time off elements that work together under the direction of the employee to make sure that time away from work can be enjoyed without a reduction in pay. The program allows for the accrual of paid time off based on the longevity of the employee.

At the employee's discretion PTO is used for **any** time that an employee is away from work for vacations or other elective time. **PTO can be taken in partial day increments, in no less than 1-hour increments and solely the choice of the employee.** The Employer may not mandate the use of partial day-PTO when not explicitly requested by the employee. **The only exception to this rule will be if the Employer uses Partial Day PTO to resolve pay grievances for occurrences prior to October 1, 2021. Partial day PTO will be pre-scheduled and will be requested via the scheduling process no less than one day before the date of requested use.**

PTO is also used in conjunction with Short-Term Disability pay to maintain the full income level while disabled until the PTO is exhausted.

- 1. There is no waiting period to use PTO. All regular status employees shall begin accrual of PTO beginning on the date of hire or eligibility date. An employee will be eligible to access accrued time from their PTO account following the completion of the 90 days of work.**
- 2. The maximum allowed balance is 500 hours. If an employee is concerned about exceeding the PTO cap, the employee has a balance of 400 or more hours, they can request to ~~will~~ meet with their manager to develop a plan to use PTO hours.**

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- 3.—Once the maximum balance is accrued, additional hours shall not accrue until the balance falls below the maximum.**
- 4.—During Open Enrollment, employees may elect to cash out only hours in a manner consistent with the In-Service Cash-Out (ISCO) program, that will accrue in the following year (these hours are not in the current balance, including carry-over hours). Employees may cash out their vacation hours during open enrollment through the employers In-Service Cash Out (ISCO) process.**
- 5. PTO hours will be paid out when changing from a benefited to non-benefited position, retirement, or cessation of employment.**
- 6. PTO is not accrued during unpaid leave.**
- 7. Requests for time off will be granted or denied within 14 days of submission of the request. Request for reconsideration will be made to the requesting employee's manager and will be considered in accordance with the business needs of the department/service.**
- 8.**

Full-Time *agreed to once management double check accrual rate per hour

Length of services years (months)	Accrual rate per hour	Maximum Annual hours	Maximum Annual Days
0-2 years (0-35)	0.0731	152	19
3-6 years (36-83)	0.0923	192	24
7-11 years (84-143)	0.1115	232	29
12+ years (144+)	0.1308	272	34

Length of service begins at hire or eligibility date, whichever is later in any KFHP/H the NW region.