

**College Procedure:** 402.23 – Hotel Paid Time Off (PTO)  
**Policy Reference:** 402 – Employee Benefits and Compensation  
**Responsible Department:** The Hotel at Kirkwood Center  
**Approval Authority:** Cabinet  
**Procedure Owner:** Vice President, Finance  
**Effective Date:** 7/13/2012

**Version Number:** 2  
**Legal Counsel Reviewed (yes/no):** No  
**Legal Reference(s):**  
**Scope:** The Hotel at Kirkwood Center

## Reason for Procedure

This procedure provides guidelines for the PTO program for hourly, benefits-eligible employees at The Hotel.

## The Procedure

Paid Time Off (PTO) is provided to all hourly, benefits-eligible employees at The Hotel. PTO can be used for vacation time, personal time, or sick leave.

Employees will earn PTO as shown below:

<u>Year of full-time, continuous employment at The Hotel</u>	<u>PTO earned per year</u>
0 – 4 years	18 days per year prorated at 1.5 days per month.
5 – 9 years	24 days per year prorated at 2 days per month.
Over 9 years	30 days per year prorated at 2.5 days per month.

- PTO is credited at the beginning of each fiscal year (July 1<sup>st</sup>).
- Employees may bank 5 days of unused PTO per year, up to a maximum of 60 days. Any days that are not banked will be forfeited at the end of business on June 30<sup>th</sup>. For example, if an employee receives 20 days of PTO on July 1<sup>st</sup> and used 12 by the following June 30<sup>th</sup>, five days will be banked and three will be forfeited.

- PTO may be used in a minimum of one-hour increments.
- PTO is to be taken only for scheduled hours, not to exceed 8 hours per work day or 40 hours per work week. PTO hours will not count towards overtime.
- PTO hours will be paid at the rate of the employee's primary position.
- Request forms (Employee Leave Reports) for paid time off are to be submitted to the employee's immediate supervisor and approved prior to the utilization of leave. Employees are asked to submit requests at least two weeks prior to any scheduled time off, unless the request is due to an unexpected situation or illness. Efforts will be made to schedule time off as requested, but business needs may require an employee to adjust his or her time off.

If time off is needed for an unexpected situation or illness, the supervisor must be notified by the employee. The employee is required to make contact with the supervisor by calling the number given to them by their immediate supervisor no later than 2 hours prior to their scheduled start time to report that they will be absent for their shift.

- If the employee is not scheduled to work the holiday, they will receive holiday pay if they work their assigned hours on their scheduled work day immediately prior to and following the holiday.

For example, if the holiday is Wednesday, July 4, and they are scheduled to work 8 hours on the previous Tuesday (July 3) and the following Thursday (July 5) and they work those scheduled hours, they will receive the paid holiday.

If they are scheduled to work the previous Tuesday (July 3) and/or the following Thursday (July 5) and get prior approval to take PTO on either or both these days they must work the scheduled last day prior (Monday, July 2) and the scheduled first day after their PTO (Friday, July 6) to receive the paid holiday. Otherwise the holiday will not be paid.

If the employee is scheduled to work on the holiday and works the scheduled holiday hours, the employee is eligible for holiday pay plus pay for the actual hours worked that day, as long as they meet the same guidelines as noted in the previous paragraph (working their assigned hours in the scheduled work day immediately prior to and following the holiday or PTO use).

The exceptions to this section are for employees who are on an approved absence and/or modified schedule due to ADA, FMLA, or Workers' Compensation.

- When an employee uses PTO for an injury or illness, The Hotel reserves the right to request physician certification and/or to require a second opinion by a physician selected by the College, at the College’s expense.
- When an employee uses PTO for an illness or injury which has the potential to result in an absence of more than three days, the employee must contact Human Resources to apply for leave under the Family and Medical Leave Act (FMLA).
- When employment is terminated or if the employee changes employment status from a position that earns PTO to a position that does not earn PTO, he/she shall be paid for half of **earned** PTO hours for the current fiscal year and half of any banked PTO. For example, if the employee has earned 9 days for the year and has 5 days banked (14 total days), he or she will be paid for 7 days. If the terminating employee has used days that have not yet been earned, those days will be deducted from the employee’s final paycheck.

## References

## Definitions

Term	Definition
Term 1	
Term 2	
Term 3	
Term 4	

## Revision Log

Version Number	Date Approved	Approved by	Brief Description of Change
1	7/13/2012	Jim Choate, Vice President, Finance	
2	2/11/2021	Cabinet	Procedure template