



ACCRUAL AND REQUEST FOR TIME OFF

This is NOT a Paid Time Off (PTO) Plan

PURPOSE:

To establish a program that allows eligible permanent employees to accrue paid time off and request days off for vacation, holidays and/or emergent cases (i.e. personal sickness of self or family members and/or other unforeseen occurrences).

POLICY:

All eligible employees (20hrs/week) covered by the time accrual program shall receive the benefits described herein. Administrative approval must be obtained to modify any portion of this program. *Employees are required to use accrued time when off work for vacation, illness, personal day, etc.*

A. Philosophy

Greater New Beginnings Youth Services, Inc. (GNB) recognizes that there are a variety of circumstances for which an employee should receive paid time off from work.

Under the Time Accrual Benefits Program, **sick time will populate in one bank and vacation in a separate bank**. All accrued time off must be exhausted before leave without pay may be granted.

B. Eligibility for Time Accrual Balance

1. All eligible permanent employees working 20 hours per week or more are eligible to participate in the Time Accrual Program. Time Accrual for vacation are paid based on FTE status, years of service and accrues per hour. This excludes leaves of absence. Sick time will be placed in an eligible employee's sick bank **at the start of the year** based on years of service (with the exception of a new hire).

C. Time Off Hours (Vacation & Sick)

In recognition of years of status, the time off (vacation and sick) balance increases with CONTINUOUS length of service as a permanent employee at Greater New Beginnings Youth Services, Inc. The table below outlines the hours on a full-time equivalent (2080 hrs annually) basis for eligible employees beginning January 1, 2018. (Continuous is no break of service for more than 30 days).

Years of Service	Annual Sick (Populated at Beginning of Year)	Per Hour Accrual for Vacation Days (Based of Full-Time Equivalent)
1-6 Years	40hrs (5 Days)	.027/hrs (7 Days)
7+ Years	64hrs (8 Days)	.0385/hrs (10 Days)
Managers	64hrs (8 Days)	.0385/hrs (10 Days)

All enrolled employees are assigned a rate corresponding to their "years of **completed** permanent service" or capacity at Greater New Beginnings Youth Services, Inc. An employee's vacation bank is populated every pay period with a rate based on years of service and hours worked. Given hours do not roll over to the next year, an employee's sick bank will be "zeroed" out and their vacation bank will be paid on the last pay check of the year. Every 1st of the year, accrual of vacation starts over with the rate based on the years of completed service obtained in the previous year. Additionally, an eligible employee's sick bank is populated at the start of the year based on the years of completed service obtained in the previous year.

An eligible **new hires** vacation bank will begin to accrue immediately and will reflect on their payroll check after their introductory period. A new hires sick bank will begin to accrue immediately and will reflect on their payroll check after their introductory period with a pro-rated amount based on years of completed service.

Example of Vacation Hours:

A full-time (40-hour) permanent employee with two (2) years of benefited service will have their vacation bank accrue at 0.019 per hour for hours worked per pay period. Once their third year anniversary arrives, accrual will increase to .027 per hour the month following anniversary.

1. Individual Vacation Accrual "Bank":
Each employee maintains an individual Vacation "bank". As the employee uses approved and unscheduled time off, this time is subtracted from the Vacation "bank" unless it is "sick" time. Payment for that time is made at the employee's "regular" hourly rate of pay, which includes straight time earnings plus applicable differential.

D. Use of Vacation & Sick Hours

1. Employees may begin to schedule and **use accrued Vacation hours after completion of their 90-Day Introductory Period**. Employees may begin to schedule and **use sick**

hours after completion of their 90-Day Introductory Period.

2. Holidays: If staff work a recognized holiday, time and a half is paid. If they are scheduled and request time off that is APPROVED, Vacation is used at straight-time.

If a holiday falls prior to completion of the 90 day introductory period, the employee is scheduled to work on the holiday and they request it off and it is APPROVED, vacation will be deducted from their vacation bank at straight time.

As with any scheduled time off, the supervisor's approval is required in advance. Employees may receive payment for approved time off as long as they have sufficient amount of Vacation time in their vacation bank.

E. . Advance Notice/Written Request:

- a. Advance notice (see schedule below) is required to schedule vacation paid days off and unpaid time off (in the event vacation time does not exist and/or has been exhausted). A Request for Time Off must be submitted via the Employee Portal, to the Facility Manager who in turn discusses approvals with the Executive Director. Upon approval, notification will be provided to the staff and a copy of the approval is given to Operations for payroll processing and personnel filing.
- b. Approvals of time off are granted based on seniority, date of submission (see schedule), and organizational needs. (I.e. Continuity of Work Schedule, Job Capacity, etc.)
- c. In requesting time off for physician or dentist appointments, normally 1-week advance notice is required.

Deadline to Submit Time Off Requests For Time Off Duration

February 27th	April thru June
May 30th	July thru September
August 31st	October thru December
November 30th	January thru March

3. Vacation hours may be used at a rate that will not exceed eight (8) hours per day. Vacation hours may not be used at a rate that, when added with worked time, exceeds the employees' scheduled standard hours as listed in system.

4. Cases in which an employee excessively requests time off without appropriate notification and/or scheduling will be subject to counseling and/or disciplinary actions as outlined by GNB policies. Such requests may be denied.
5. It is the philosophy of Greater New Beginnings Youth Services, Inc. that some period of continuous time off each year is beneficial to employee well-being, and is therefore encouraged. In some departments, internal control procedures may require the use of a specified period of time off annually.
6. If an employee does not have sufficient time outside of their scheduled shift to **vote, up to one (1) hour of paid time**, either at the beginning or end of the shift, shall be provided for this purpose. Any time beyond this one (1) hour period shall be unpaid time or paid vacation time. At least two (2) days' advance notice must be provided by the employee of the need for scheduled time off to vote on an election day.
7. Days absent for occurrences such as illness must be taken as “unscheduled” sick and deducted from the employees sick bank.
8. Employees must use sick time for sick calls for self or family members including partial day absences. Unpaid time for sick calls is granted only when the sick bank is exhausted and is subject to denial.
9. If an employee is successful at getting another employee to cover their scheduled shift, vacation does not have to be used as it can be an unpaid. This is **allowed for up to three occurrences.**

F. Vacation Usage

1. Employees who have accumulated vacation time at the end of the year and have not used hours, will be paid at their current rate of pay for balance of bank on the last pay check of the year.

An employee who is involuntary terminated or resigns is entitled to receive their vacation balance. An employee's sick bank is NOT paid out.

G. Donation of Vacation and Sick

1. Greater New Beginnings Youth Services, Inc. does not allow staff to donate vacation or sick time to other employees.

H. GNB Recognized Holidays (Paid at time and a half if employee works)

New Year's Day	Memorial Day	Thanksgiving Day
Martin Luther King Day	Independence Day	Xmas Day
Presidents Day	Labor Day	

GREATER NEW BEGINNINGS YOUTH SERVICES, INC.

REQUEST FOR TIME-OFF

Employee Name: _____ Date of Request: _____

Title: _____ Current Project: _____

- Vacation Request Personal Leave w/Pay* #
 Personal Leave w/out Pay* Bereavement Leave

* Maximum Two Weeks

Employee Must Use all Accrued Time on Books. Any time after exhaustion is with no Pay.

Note: Other Leaves of Absence can be discussed with Executive Director

Start Date of Time Off: _____ End Date of Time Off: _____

Return to Work Date: _____ Total Number of Days Requested: _____

The signature below indicates my knowledge of the applicable GNB policies. I also acknowledge that my request is not approved unless I am in receipt of a signed copy (by the Executive Director) of this request. Additionally, approvals are based on seniority, adherence to time off requests deadlines, and organizational needs.

It is my responsibility to follow-up on any requests to ensure receipt of denial/approval status prior to taking any time off.

Employee Signature: _____ Date: _____

Greater New Beginnings Youth Services, Inc. – Human Resources

Policy #GNB ADM 109 • Created: 8/2016 • Revised: 12/2017, 1/2020

Office Use Only

PM/Office Manager Approval: _____ Date Approved: _____

Project Manager (Print Name): _____

Vacation on Books at Time of Request: _____

Vacation to Be Paid Out During this Request: _____

Original of all requests must be submitted to GNB Office for retention. Copy must be provided to employee for personal retention.