

Paid Time Off

Full-time Governor's Institute employees accrue personal leave or vacation days per pay period based upon continuous years of service which are calculated as the sum of full (not fractional) consecutive years worked as of the beginning of the calendar year. Paid Time Off is for use as vacation, personal time and sick leave. The Paid Time Off hours per pay period will only be accrued if an employee reaches the pay period hour total in the pay period (number of business days in period x 8 hours) through worked hours, PTO hours, and holiday time. Therefore if an employee does not work the full hours in the pay period and does not have Holiday and PTO hours to make up the difference, then the hours of Paid Time Off will not be accrued that pay period. Failure to reach the pay period hours through hours worked, PTO, and/or Holiday pay will be documented in the employee's personnel file, signed by the employee's GI supervisor, and will be addressed as needed. New employees begin accruing PTO with their first full pay payroll worked and may take time with supervisor approval. PTO will be accrued based upon the full time employee's continuous years of service calculated as the sum of consecutive years as follows:

- Upon hire to 2 years: 7.5 hours per pay period
- 3 years to 7 years: 8.0 hours per pay period
- 8 years to 12 years: 8.5 hours per pay period
- 13 years to 17 years: 9.0 hours per pay period

If planned Paid Time Off exceeds five consecutive days, the Institute must be notified no less than two weeks in advance of time off. If unplanned Paid Time Off is needed the employee should immediately notify his/her supervisor.

Special circumstances requiring an employee to take more than the amount they have accrued will be considered on a case-by-case basis by the Executive Director.

Employees may bank time accrued, but not used, up to a total of 45 days (360 hours) as emergency family time, short-term disability, or maternity leave/paternity leave. This time is not eligible for financial compensation to the employee or the employee's family in cases of job termination or death.

The amount of PTO hours that can be carried over from one calendar year to the next will be limited. Employees are permitted to carry over a maximum of 160 PTO hours. Any hours in excess of 160 that are unused as of the last day of the calendar year will be forfeited. Carryover hours will be added to each employee's previously banked accrued time.

PTO hours may also be used by those employees wishing to participate in Family Leave. If the time requested off exceeds the employee's available PTO hours that employee may choose to take advantage of Optional Leave without Pay. Guideline and stipulations for OLWP are outlined below.

In cases of job termination, the employee must be present for their last paid day regardless of how much paid time off they have accrued.

Overtime and Compensation Time

All employees of the Institute are "exempt" from overtime for the purposes of state and federal law. It is expected that professional and administrative staff may be asked at various times to work overtime on an important project.

Employees are eligible for compensation time or "comp time" and are encouraged to be flexible in their use of time when a situation requires them to work time exceeding the standard 40-hour work week. Situations that require work in excess of the full pay period hours (number of business days in period x 8 hours) should be approved by the employee's supervisor in advance. Any comp time claimed must be clearly detailed by the employee. Time not approved by the supervisor will not be included in accrued time. The approval will be recorded by the supervisor approving the pay period timesheet.