

# Community Based Care of Brevard, Inc. Policy and Procedure Manual



**Series:** HR- Benefits COA: HR 5.02  
CFOP: NA  
**Procedure Name:** Paid Time Off  
**Procedure Number:** HR- 2601  
**Revision #/Date:** (3) 7/08, 7/09  
**Effective Date:** 9/04  
  
**Applicable to:** All Full Time CBCB Staff

**SUBJECT:** Paid Time Off

**PURPOSE:** Community Based Care of Brevard provides a Paid Time Off (PTO) program to all full time employees. This program is to provide paid time away from work for vacation time, illness or other personal needs. Employees are expected to request to use this time in advance except when the need is unexpected.

**PROCEDURE:**  
References

## Overview

Paid Time Off (PTO) is provided by Community Based Care of Brevard for employees to take time away from work for vacation, injury, illness, or other personal requirements. All full-time regular employees begin to accrue PTO from date of hire on a pro-rated calendar year basis. During an employee's first 90 days of employment two (2) days (16 hours) of PTO are available to be used. The established PTO period is from January 1 through December 31 of the same year.

Employees will not earn PTO while on any type of leave of absence. PTO is accrued based on the schedule below. Upon the completion of three (3) years of employment, the new accrual rate will begin on the next full pay period.

	<b>(a) Full Months of Service</b>	
	<b>1-36</b>	<b>37+</b>
Hours of PTO accrued for each bi-weekly pay period.	7.00	9.23
Maximum annual accrual.	182	240
Unused PTO which can be carried over to PTO Bank	80	120
Any remaining PTO hours may be rolled over to an Extended Sick Bank and/or a Donated Illness Bank for use by CBC of Brevard employees.		
Carry Over Date	12/31	12/31

All employees are strongly encouraged to make plans to take time away from work. This is important for rest, relaxation and recharging from the challenges of our work. In other cases it is also important for company internal controls. Supervisors will receive quarterly reports listing their staff members and their PTO hour balances. It is incumbent upon the supervisor to ensure that their staff members plan to schedule time off as appropriate.

The maximum number of PTO hours that may be carried over from the previous year is 80 for the first three (3) years of employment. Upon reaching the higher accrual rate, the rollover maximum increases to 120 hours. Any balance in excess of 80 (or 120) hours of PTO and the end of each calendar year is forfeited but can be applied to an Extended Sick Bank and/or to a Donated Illness Bank.

Hours in the Extended Sick Bank are available for the employee's use in the event of an illness, injury or disability. A short term disability is defined as a medical absence extending beyond 14 calendar days accompanied by medical documentation.

A long term disability is effective after six (6) months of continuous absence due to a medical illness or injury covered under the Short Term Disability program. Where applicable an employee will begin receiving Short Term Disability payments beginning on day 15 of a disability.

An employee who is absent for work due to an illness, injury or disability will be required to use available hours in an Extended Sick Bank before the short term disability benefit becomes available. Employees will also use available PTO hours during the STD elimination period of the first 14 days. If an employee is not covered by the Short Term Disability Program, and is absent due to an extended illness, injury or disability, all available PTO hours will be required to be used before the employee will take leave without pay.

So that Community Based Care of Brevard may schedule work and plan for business requirements, employees should give as much notice as possible in scheduling PTO time. Employees requesting PTO shall complete a request for time off form and submit it to the supervisor at least ten days prior to the request unless the need is for an unexpected illness. If there are conflicting dates, preference will be given to the employee who has the most seniority. A more junior employee who already has an approved PTO date will not, however, be bumped by a more senior employee.

## **PTO hours can be used in the following increments**

Non-exempt employees can use this time in 15 minute increments

Exempt employees may use this time in increments of four (4) or eight (8) hours.

## **PTO Pay Out Upon Resignation**

If an employee resigns from Community Based Care of Brevard, he or she will be paid for earned and unused PTO hours computed at the rate of pay earned upon separation, provided the employee gives a 30-day calendar day notice and remains in good standing.

If an employee resigns providing two weeks notice, and remains in good standing the PTO payout will be limited to actual PTO hours accrued or a maximum of 40 hours whichever is less.

If an employee provides less than two (2) weeks notice, the employee will not receive any PTO payout upon separation.

# Community Based Care of Brevard, Inc. Policy and Procedure Manual

---

Hours accumulated in an Extended Sick Bank are not reimbursable upon leaving the company. PTO hours that were donated into the Donated Illness Bank are not reimbursed to the employee upon separation.

## PTO Pay Out Upon Employment Termination

An employee who is **terminated** from the Agency for gross or willful misconduct, negligence, fraud, and falsification of records, violation of company policies, or other similar grievous acts (determined in the sole judgment of the company) will not be paid for accrued PTO hours.

An employee who is terminated after progressive counseling sessions and who has made good faith efforts to rectify the performance to meet standards and performance requirements will receive a payout of actual PTO hours accrued or a maximum of 40 hours whichever is less.

An employee who separates from the company due to a "lay off" or "position elimination" will be paid for all earned accrued PTO hours. Please also see Severance Policy.

Pay for PTO days will be paid on the regular pay cycle. PTO hours do not count as hours worked for purposes of calculating overtime hours.

## Company property and the payment of PTO Hours

Exiting employees are expected to return all company property that has been provided and signed out to them during the course of their employment. These items belong to the company and have been paid for with company funds. If an employee does not return all company property that has been assigned to them, they will forfeit any PTO hours available.

Any exception to this procedure must be requested in writing by a Division Leader and must be for extenuating circumstances. This will be presented to the Chief Personnel & Administrative Officer and can only be approved by the Chief Executive Officer.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:



---

DR. PATRICIA NELLIUS-GUTHRIE  
Chief Executive Officer  
CBC of Brevard, Inc.

APPROVAL DATE: 8/3/09