
PAID TIME OFF

Head Start of Washington County, Inc. provides regular, full-time employees with Paid Time Off (PTO) or time away from work with pay. Paid Time Off (PTO) days may be used for vacation, personal appointments, illness, injury, health care appointments or time off to care for dependents.

Administration of PTO

The Paid Time Off benefit year is from January 1 through December 31. Paid Time Off is based on a formula of hours worked per day/ per week and weeks worked per year. Although PTO is earned on a weekly formula basis, PTO may be used in advance. Regular employees will receive the entire annual amount of PTO in January. Probationary period employees will receive a prorated annual amount of PTO following 90 days of employment based on month of hire.

Non-exempt employees may use PTO in quarter hour (fifteen minute) increments. Exempt employees may use PTO in one hour or more increments. PTO cannot be carried over from one year to the next.

Requesting PTO

Requests for PTO should be made in advance and submitted in writing using a PTO Request Form as soon as plans are made. Requests are granted upon approval of the supervisor based on seniority and subject to the needs of the agency or program.

Each staff member is responsible for directly notifying his or her supervisor at the beginning of each working day when illness prevents his or her attendance at work. When an extended absence due to illness is required, employees must keep the immediate supervisor advised if the absence is expected to continue for a period longer than originally anticipated.

A doctor's statement is required for absences of more than three consecutive days due to illness or, at the discretion of the supervisor, when an accumulation of scattered absences seems to establish a pattern of illness. HSWC, Inc. may request and obtain verification of the circumstances surrounding any use of PTO for reasons of illness.

Annual PTO

Full Time employees receive Paid Time Off according the following schedule:

Years of Service	FY	PY
0-1	14 days	9 day
2-4	19 days	10 days
5-9	24 days	11 days
10+	29 days	12 days

Approved by BOD 11/18/2002

Approved by Policy Council 1/13/2003