



Effective Date: 1/1/2022

**Paid Time Off (PTO) Accrual and Use Policy with Payment or Deduction
Upon Termination Provisions**

Purpose

WyCo Services recognizes that employees have diverse needs for time off from work and has established the following Paid Time Off (PTO) policy to provide for those needs. PTO promotes a flexible approach to time off by combining Vacation, Sick, and Personal leave. Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserves if there is a need to cover vacation, illness or disability, appointments, emergencies, or other situations that may require time off from work.

Eligibility

Employees accrue PTO upon hire or transfer into a benefits-eligible position. Eligible employees must be scheduled to work at least 32 hours per week on a regular basis. Employees working less than 32 hours per week on a regular basis, on-call employees, and temporary employees are not eligible to accrue or use PTO. PTO is not transferrable between employees.

Availability

Employee PTO accruals are available for use in the pay period following completion of 90 days of employment. After this 90-day period, PTO eligible employees may borrow against their Maximum Accrual at their manager's discretion, up to 40 hours.

Accrual of PTO

Accruals are based upon paid PTO eligible hours, up to 2,080 hours per year. PTO eligible hours are straight time, travel time, holiday, and granted PTO. PTO does not accrue on overtime, unpaid time off, leave of absence, or PTO accrual payouts upon termination. Employees working less than 40 hours per week and at least 32 hours per week will earn PTO hours on a prorated basis.

Months of Completed Service since the employee's most recent hire date determines the rate at which they will accrue PTO. Employees become eligible for the next higher accrual rate on the first day of the pay period in which the employee's most recent hire anniversary date falls.





Rollover of PTO

The rollover of PTO hours will happen once per year in the pay period in which August 1st falls. Employees may roll over PTO that has been accrued and not used. Up to 40 hours may be “rolled over” and added to the next year’s bank. Unused PTO over 40 hours will be paid to the employee in the pay period in which August 1st falls.

Note, employees with 61+ months of completed service will be an exception and will not be granted any rollover; any unused PTO will be paid out. The maximum PTO to be granted in a year for any eligible employee is 15 days (120 hours).

Full-time accrual rates for eligible hourly employees:

Months of Completed Service	Accrual Rate per Hour Worked*	Annual PTO Accrual Estimate	Maximum Accrual**	Maximum Rollover
0 (Zero) to 12 months	0.01923 hours	5 days (40 hours)	5 days (40 hours)	40 hours
13 to 60 months	0.03846 hours	10 days (80 hours)	10 days (80 hours)	40 hours
61+months	0.05769 hours	15 days (120 hours)	15 days (120 hours)	0 hours

*Annual PTO accruals are based on an employee earning 2080 PTO eligible hours per year (40 hours per week)

**No PTO hours will accrue beyond the maximum accruals listed.

Full-time accrual rates for eligible salary employees:

Months of Completed Service	Accrual Rate per Bi- Weekly Pay Period*	Annual PTO Accrual	Maximum Accrual**	Maximum Rollover
0 (Zero) to 12 months	1.5384 hours	5 days (40 hours)	5 days (40 hours)	40 hours
13 to 60 months	3.0769 hours	10 days (80 hours)	10 days (80 hours)	40 hours
61+ months	4.6153 hours	15 days (120 hours)	15 days (120 hours)	0 hours

*Annual PTO accruals are based on an employee earning 2,080 PTO eligible hours per year (40 hours per week).

**No PTO hours will accrue beyond the maximum accruals listed.





PTO Request Process

PTO request forms will be provided to all eligible employees by Human Resources (HR) or direct supervisors. Employees are required to submit PTO request forms to HR for initial approval. Supervisors will be informed of the request and will grant final approval.

Whenever possible, HR must be notified of the PTO request 14 days in advance. PTO is always subject to supervisory approval, department staffing needs, and established departmental procedures.

Approval of PTO requests will be granted on a first come, first serve basis.

Use and Scheduling of PTO

Employees may take PTO in 1-hour increments, starting at no less than 1 hour and no more than 8 hours per scheduled workday.

PTO accrual and balance will be provided on your biweekly paystub.

Employees must use available PTO when taking over 4 hours of time off from work. If a PTO request includes a WyCo paid Holiday date for which the employee is eligible, the Holiday will not count against the employee's PTO balance.

Unscheduled and/or unapproved absences will be monitored and could result in disciplinary action. Unscheduled absences adversely affect the operations of the department. HR may ask that the employee explain the necessity for their absence and/or ask the employee to voluntarily provide a statement from a health care provider, school, or care provider (for an employee's spouse or dependent(s)) concerning the necessity for an unscheduled absence.

If it is determined that an employee has taken an unscheduled absence, action may be taken to use the employee's available PTO balance to cover the unscheduled absence. If an employee does not have an adequate PTO balance to cover an absence, any remainder of the absence will be considered unpaid leave.

Black-Out Dates for Field Employees (peak)

Due to the nature of our business, field employees may not take PTO between December 1st and January 7th. PTO approval is always subject to staffing requirements of the department and at the discretion of supervisors.





Payment of PTO

PTO is paid at the employee's base rate. PTO is not part of any overtime calculation and does not include any special forms of compensation such as incentives, commissions, or bonuses. Payment for granted PTO will be paid on the regularly scheduled check date for the dates taken.

Payment or Deduction upon Termination

Employees will be paid for any PTO hours accumulated but not used upon resignation, separation, or retirement. An employee that has borrowed against their PTO accrual and is currently in a negative balance will see the repayment of negative hours deducted from their final paycheck to bring their PTO balance to zero.

Any payment or deduction of PTO upon termination is to be calculated with the employee's base rate on the date termination. Payment or deduction of PTO will be included on the employee's last check, to be paid on the regularly scheduled check date.

