

HAVASU COMMUNITY HEALTH FOUNDATION

Policy Maximum Paid Time Off Accumulated

Board Approved: December 18, 2015

MAXIMUM PTO TIME ACCUMULATED:

Although you may carry over unused PTO time from year to year, there is a cap on the amount of PTO time you can accumulate. The HCHF Board of directors encourages you to use your PTO and allows the Havasu Community Health Foundation to manage its financial obligations responsibly. Once you reach your cap, you will not accumulate any more PTO until you use some of the time in your account and drop below the cap. After your balance goes below the cap, you will begin accruing PTO again. However, you will not receive retroactive credit for time worked while you were at the cap limit. PTO accrual is capped at one and one-half times your annual PTO accrual rate.

This policy will go into effect on January 1, 2016, with the first cap on the amount of PTO to roll over on January 1, 2017.

This will allow Staff sufficient time for managing their PTO account. It is important that you plan ahead for how you will use it. This means developing a plan for taking your vacations, as well as doctor's appointments and personal business. It also means holding some time in "reserve" for the unexpected, such as emergencies and illnesses.

This policy is to be recorded in the Employee Manual