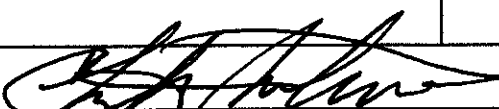




## Pine-Strawberry Fire District Compensation and Benefits 4.4

<b>Subject: Personal Time Off (PTO)</b>	<b>Page: 1 of 4</b>
<b>Board Approval Date:</b>	<b>Effective Date: 9-15-22</b>
<b>Revision Approval Date:</b>	<b>Revision Effective Date:</b>
<b>Board Chair Signature:</b> 	<b>8/31/22</b>

### I. PURPOSE:

To provide PSFD full time employees with paid time off benefit, for restful break from the routine work. PTO can be used for any reason. Our PTO policy meets the statutory requirements for earned paid sick time as set forth in the Arizona Fair Wages and Healthy Families Act.

### II. POLICY:

The PSFD shall provide PTO to all full time employees based on years of service. (For reserve, part-time, and temporary employees of the PSFD see policy 4.5 Sick Leave)

### III. SCOPE:

This policy shall apply to all full time PSFD employees.

### IV. PRACTICES:

A. The effective date for change in accrual rate will be the employee's anniversary date.

B. The bi-weekly accrual is based upon completion of the pay period. Full time employees who have not completed a pay period shall receive PTO accrual on a pro-rated basis in accordance with the number of paid hours for that pay period.

C. Full time career member's accrual PTO on a bi-weekly basis as follows:

YEARS OF SERVICE	Bi-WEEKLY ACCUMULATION
0-5 Years of Service	11.08 hours (288 hrs/yr)
6-7 Anniversary Date	12.00 hours (312 hrs/yr)
8-9 Anniversary Date	13.00 hours (338 hrs/yr)
10 Years of Service	14.77 hours (384 hrs/yr)

D. Full time administrative member's accrual PTO on a bi-weekly basis as follow:

YEARS OF SERVICE	Bi-WEEKLY ACCUMULATION
0-5 Years of Service	6.15 hours (160 hrs/yr)
6-7 Anniversary Date	6.92 hours (180 hrs/yr)
8-9 Anniversary Date	7.69 hours (200 hrs/yr)
After 9 Anniversary Date	9.23 hours (240 hrs/yr)

F. There shall be no maximum accrual of PTO.

## **V. GUIDELINES**

A. Forty hours of the annual PTO allotment is intended to meet the statutory requirements for Earned Paid Sick Time (EPST), as required under the Arizona Fair Wage and Healthy Families Act.

B. PTO is to be used at the discretion of the individual employee, and approved by their direct supervisor.

C. Every effort should be made to accommodate the members request for PTO, however staffing, previously approved PTO request can affect approval of the request.

D. In the event that a suppression employee moves into an administrative or non-shift suppression schedule, his PTO accrual shall be converted the equivalent administrative accrual rate.

E. Unscheduled PTO should be in requested two weeks prior when possible to the requested PTO time.

1. Unscheduled PTO may be taken in the event of unforeseen events.
2. Unscheduled PTO for unforeseen medical situations takes priority.
  - a. Falsely taking PTO for medical situation can result in disciplinary action.

F. In the event that a supervisor believes that an employee should not be at work due to illness or injury, the employee may be required leave and use their accrued PTO.

G. Normally scheduled PTO may be taken in increments not to exceed four calendar weeks.

1. To ensure that organizational needs are met, employees shall not exceed more than 30 consecutive days off at a time utilizing authorized PTO.

H. In the event that any employee is out for more than four consecutive scheduled workdays or shifts on a unscheduled PTO and the absence is due to the employee's health issue, PSFD may require documentation from the health care provider to return to work.

I. PTO hours shall be counted as "hours worked" for purposes of the calculation of overtime.

J. Employee will be entitled to sell back up to forty (40) hours of PTO for administrative members and forty-eight (48) hours of PTO for career members, 2 times in a fiscal year.

1. When a total of 288 hours for career members or 160 hours for administrative members accumulated PTO hours are maintained.
2. The written request must be made from the member to the Fire Chief.

K. PTO hours will be paid to the employee at 100% of their hourly rate upon retirement, discontinued employment as follows:

1. Career members will receive the hours in their PTO bank up to 989 hours.
2. Administrative members will receive the hours in their PTO bank up to 728 hours.

## **VI. PROCEDURES:**

A. All requests for scheduled PTO should be submitted in the current electronic scheduling platform.

B. PTO leave requests shall be considered on a first come, first serve basis. In the event of conflicting schedules, the employee's supervisor shall have the final decision in granting the time off.

C. The employee will submit their PTO request to their captain for approval and the captain shall arrange for coverage in scheduling software. If no coverage is available, the request will be denied.

D. An employee should not assume that a PTO request has been approved until coverage has been arranged and the PTO request has been approved.

## **VI. DONATION OF PTO:**

A. To receive donated PTO for illness or injury of the employee and/or family members the employee is required to exhaust all their available PTO.

B. A full time member who finds themselves in a position of not having enough accrued PTO to cover medical needs for themselves or family members, may submit a request in writing to the Fire Chief, through their direct supervisor.

1. If a member who is unable to request the donation of PTO, a family member, direct supervisor or the Fire Chief may submit the request for them.

C. Within 48 hours the Fire Chief or designee and direct supervisor will review the request, and determine if the member or events qualifies for donated PTO and approve or decline the request.

1. The requester must be notified of the request decline ASAP.

D. If approved, The Fire Chief or designee will notify PSFD members of the need for donated PTO.

1. Only the members name can be provided to PSFD members.

E. Members may respond to the request for PTO donations by email to the Fire Chief, or designee indicating the amount of time they wish to donate.

1. The Fire Chief or designated admin staff will print each email, keeping them in chronological order as they are received for processing.

F. As the member receiving donated hours requires additional time to cover regular scheduled shifts the Fire Chief or designated admin staff will transfer PTO time from the donors to the member to meet bi-weekly payroll.

1. No PTO time will be transferred before the member needs time to meet bi-weekly payroll.
2. The member donating hours will be notified of the hours donated from their PTO bank each pay period.
3. Donated PTO will be accounted in the order it was donated.
4. Donated PTO will be transferred from donors in 24 hour blocks rotating through the donor list in chronological order of donations received.