

CITY OF HAMILTON, OHIO

No. 343

ADMINISTRATIVE DIRECTIVE

Effective Date: 4-8-16

Supersedes: Directive No. 343 dated 01/01/16

Approved by: Joshua A. Smith,
City Manager

SUBJECT: PAID TIME OFF (PTO)

REFERENCES: C.O. 181.26. PAID TIME OFF (PTO)

PURPOSE: To reduce paper processes and increase efficiency of current operating procedures.

POLICY STATEMENT: All permanent full-time employees hired on or after January 1, 2016 and not covered under a collective bargaining or employment agreement, will not be eligible for Vacation, Floating Holidays or Personal Leave Holidays, Employee Birthday Holiday, and Sick Leave. Those employees will be only eligible for Paid Time Off (PTO).

1. Policy.

- a. All permanent full-time employees hired on or after January 1, 2016 and not covered under a collective bargaining agreement shall be entitled to PTO under the following basis:

Years of Continuous Service	PTO Hours Per Year	Approx. PTO Accrual Per Pay	PTO Bank Maximum	Max PTO Hours Paid at Separation
Less than 1	88	3.38	480	1:1; 480 max
1	168	6.46	480	1:1; 480 max
7	208	8.00	480	1:1; 480 max
16	248	9.54	480	1:1; 480 max
17	256	9.85	480	1:1; 480 max
18	264	10.15	480	1:1; 480 max
19	272	10.46	480	1:1; 480 max
20	280	10.77	480	1:1; 480 max
21	288	11.08	480	1:1; 480 max

2. PTO Usage.

- a. PTO time may be taken for any reason. Since this type of leave combines previous allocations for Vacation, Floating Holidays or Personal Leave Holidays, Employee Birthday Holiday, and Sick Leave there are no restrictions to the reason for taking PTO time.

3. Implementing Procedure.

- a. Employee Notification of Absence.
- i. Scheduled PTO Notice Notification
 - 1. Paid Time-off requests must be submitted with twenty-four (24) hour advance notice.
 - ii. Unscheduled PTO Notice Notification
 - 1. Paid Time off requests that are received under the twenty-four (24) hour notice period will be considered on a case-by-case basis, and are subject to management approval. If management does not approve PTO, employee will

be subject to discipline.

2. Employees must notify their direct supervisor fifteen (15) minutes before their shift begins. If leaving a message, employees are responsible for calling and confirming receipt of message within two (2) hours of the start of their shift or be available for their direct supervisor to contact them.

- b. Recordkeeping
 - i. Every employee requesting PTO must complete a standard **Leave Request Form**.

4. Excessive Absenteeism.

- a. Absenteeism that is subject to disciplinary action is defined as either patterned unscheduled absences (e.g., Fridays, Mondays, paydays or the day before or after holidays or pre-scheduled days off) OR unscheduled absences which, either due to their timing or frequency, create a hardship in the workplace and/or cause a disruption in the normal flow of the work unit.
- b. When an employee's unscheduled PTO usage exceed (5) occurrences in any twelve (12) month period, the employee may be subject to disciplinary action.

5. Possible FMLA Event.

- a. Medical certification is required for all unscheduled absences of three (3) or more consecutive work days.
- b. Leave available under the Family Medical Leave Act shall be used concurrently with PTO, provided the reason for the leave is a reason for which leave may be taken under the Act. Family Medical Leave shall not be an addition to PTO, except where all PTO provided to the employee pursuant to Section 181.26 of the Codified Ordinances of the City of Hamilton is less than twelve (12) weeks (or twenty-six (26) weeks, if applicable).

6. Employee Position Transfers - PTO Conversion Policy.

- a. On date of transfer when an employee moves from a position with Traditional Leave Benefits (i.e. Vacation, Sick Leave, etc.) to a position with PTO benefits:
 - i. All unused Sick Leave will be frozen at the employee's current rate of pay.
 1. Unused Sick Leave will only be eligible for usage under Administrative Directive # 306 – Sick Leave.
 - ii. Floating Holiday, Birthday Holiday, and Vacation Leave will be converted to PTO on a 1:1 basis.
 - iii. Employee begins accruing PTO per their years of continuous service.
- b. On date of transfer when an employee moves from a position with PTO benefits to a position with Traditional Leave benefits (i.e. Vacation, Sick Leave, etc.):
 - i. PTO benefits are divided:
 1. Forty- eight (48) hours are moved into the Floating Holiday/Birthday Leave Bank – Forty (40) hours for floating holiday and eight (8) for Birthday.
 2. Hours determined by years of continuous service for Vacation Leave in Section 181.01, of the Codified Ordinances are converted into Vacation Leave.
 3. Remaining hours are converted into Sick Leave on a 1:1 basis.
 - a) Sick Leave will only be eligible for usage under Administrative Directive # 306 – Sick Leave.