

**1. PAID TIME OFF**

**A. GENERAL:** P.T.O. provides employees flexibility and the responsibility to manage their Paid Time Off for vacations, personal illness or injury, illness, injury or death of a family member, medical and dental appointments, humanitarian/emergency relief as a volunteer, and other personal business. County and Superior Court employees, except temporary, emergency and intermittent employees, are eligible to accrue P.T.O. leave with pay from the date of appointment and may request leave after three (3) months of continuous employment.

**B. ELIGIBILITY AND ACCRUAL:**

1. All full and part-time benefits-eligible, non-temporary employees who work at least twenty (20) hours per week are eligible to accrue P.T.O. leave from the date of employment provided they:
  - a. are actively at work for at least twenty hours in at least one (1) week of the pay period, including hours actually worked plus approved P.T.O., E.I.B., and or comp time; or
  - b. are on approved leave with pay (i.e. short-term military leave, bereavement leave, administrative leave.
2. Employees do not accrue P.T.O. leave if they are in a leave of absence without pay for the duration of one or more pay periods. Employees who are solely on Short Term Disability (STD) or Workers' Compensation shall not accrue P.T.O. leave.
3. P.T.O. leave shall not be advanced to an employee.

**C. RATE OF ACCRUAL:** Eligible employees shall accrue P.T.O. leave as follows:

1. Eligible full-time employees, using their anniversary date, shall accrue P.T.O. leave at the following rates:
2. Eligible part-time employees shall accrue P.T.O. leave at 50% of the hours accrued per pay period based on their years of continuous service and their budgeted position allocation.

Rate of accrual for employees hired prior to January 23, 2016

<b>Years of Continuous Service</b>	<b>Hours Accrued per Pay Period</b>
Beginning on date of hire through end of 1 year	8.00
Beginning year 2 through end of year 4	9.00
Beginning year 5 through end of year 9	10.00

Beginning year 10 through end of year 14	11.00
Beginning year 15 and over	12.00

Rate of accrual for employees hired on or after January 23, 2016 (Approved by BOS 1/4/16)

Years of Continuous Service	Full Time Employees Hours Accrued per Pay Period	
	Hours Accrued Per Pay Period	Hours Accrued Per Year (totals rounded to nearest hour/day)
Beginning on date of hire through end of year 2	4.62	120 = 15 Days
Beginning year 5 through end of year 4	6.15	160 = 20 Days
Beginning year 10 through end of year 9	7.12	185 = 23 Days
Beginning year 10 through end of year 14	8.08	210 = 26 Days
Beginning year 15 +	9.23	240 = 30 Days

**D. USE OF P.T.O. LEAVE:**

1. With exception of accrued holiday leave, an eligible employee is required to serve ninety (90) days of continuous non-interrupted benefits-eligible employment before using accrued P.T.O. leave. Employees who have a break in service shall be required to serve a new ninety (90) day period of continuous employment.
2. P.T.O. leave shall not be charged against an employee's accrued leave balance for an authorized holiday that occurs while an employee is using P.T.O. leave.
3. P.T.O. leave accrued during a paid leave of absence may not be used until the employee has returned to work from the absence and has worked at least one (1) full day.
4. The Department Head or their designee has the authority to approve or disapprove P.T.O. leave requested by an employee.
5. An employee may be denied the use of P.T.O. leave in situations involving proper staffing levels, work load levels or other reason(s) of good cause as determined by the Department Head or their designee.
6. P.T.O. leave will not be used in any manner which generates paid hours in excess of the normal work week.
7. P.T.O. leave will be allowed only to the extent that it will ensure payment for a full forty hour work week or the amount proportional to a part time employee's budgeted hours.

8. P.T.O. leave may be used to supplement Short Term Disability (STD) payments up to 100% of base salary.
9. P.T.O. leave may be used to supplement Workers' Compensation (WC) payments up to 100% of an employee's regular bi-weekly base salary. Actual P.T.O. hours required to supplement WC must be calculated to come near approximation of the employee's regular net salary as WC payments are not subject to tax withholding.

**E. VERIFICATION OF NEED FOR SICK RELATED P.T.O. LEAVE:** The Department Head may require an employee requesting sick related P.T.O. leave or having used sick related P.T.O. leave to submit documents substantiating the need for such leave in accordance with these procedures. An employee who is absent for illness or injury three consecutive days will be required to provide a medical release prior to returning to work. Such evidence may include, but is not limited to, a certificate from a designated physician or practitioner, and/or an examination by a designated physician or practitioner. The Department Head has the authority to approve or disapprove sick related P.T.O. leave requested by an employee. The Department Head may disapprove the request for sick related P.T.O. leave if such Department Head does not consider the documentation received adequate or if the designated physician determines that the request for sick related P.T.O. leave is not a valid request. In such instance, for any time taken as sick related P.T.O. leave, the employee's time shall be charged first to compensatory leave if available, or leave without pay.

**F. FORFEITURE OF P.T.O. LEAVE (Original Probationary Employees):** Original probationary employees who do not complete their probationary period shall forfeit accrued P.T.O. leave excluding accrued holiday leave hours which the employee will not forfeit.

**G. FORFEITURE OF P.T.O. LEAVE:** At the end of the calendar year, total P.T.O. leave accruals may not exceed nine hundred (900) hours. At the end of the calendar year (December 31) only nine hundred (900) total P.T.O. leave hours (including accrued holiday leave hours), will be carried forward to the new calendar year and accrued hours in excess of the aforementioned limit will be forfeited. P.T.O. exceeding the maximum limit of hours must be used or lost at the end of a calendar year. Effective date of compliance for employee's accrual of maximum P.T.O. nine hundred (900) hours is December 31, 2009.

Carryover of P.T.O for employees hired on or after January 23, 2016 shall not exceed 300 hours (Approved by BOS 1/4/16).

**H. AVOIDING FORFEITURE OF P.T.O. LEAVE:** With the exception of emergencies, injuries, or illness, P.T.O. leave must be scheduled at least two (2) weeks in advance and approved by the Department Head. In all cases, a P.T.O. Request Form

must be filled out by the employee and submitted for approval. In the event of emergency, injury, or illness, employees must notify their supervisor.

- I. REPORTING AND RECORDING LEAVE:** The Department Head shall be responsible for ensuring that all leave used is properly recorded on employee's timesheet form as established by the Financial Services Department.
- J. DISPOSITION OF ACCRUED LEAVE:** An employee who transfers between County departments or to or from the Mohave County Courts shall retain any accumulated P.T.O. leave. An employee who changes from one employment type to another employment type (i.e., full-time, benefits-eligible employee, to part-time, benefits-eligible employee) shall retain any accumulated P.T.O. leave and shall be eligible to use and/or accrue P.T.O. in accordance with his/her current employment type. A benefits-eligible employee, who transitions to a non-benefits-eligible employee or elected position, will receive payment of P.T.O. upon separation in accordance with the separation provision below.
- K. SEPARATION:** A regular Merit Rule-covered employee who separates from County service shall be paid up to a maximum of four hundred (400) hours of unused P.T.O. leave at the employee's current rate of pay. The regular non-Merit Rule-covered employee who separates from County service shall be paid up to a maximum of six hundred (600) hours of unused P.T.O. leave at the employee's current rate of pay (Merit Rule 103 B). Within the last three (3) months of employment, any amount of P.T.O. used in excess of half a year's accrual as defined in section II. C. 1, will be deducted from the 400/600 hours at separation. This does not include employees on approved medical leave.

Rate of severance payout for employees hired on or after January 23, 2016, shall not exceed 300 hours. (Approved by BOS 1/4/16)

**L. LEAVE MANAGEMENT RESPONSIBILITIES**

1. Department Heads and supervisors are responsible to proactively review employee's P.T.O. through the development of department's reasonable policies to establish standards and procedures for requesting and approving all leaves.
2. Leave management is important to enable each eligible employee to return to work physically and mentally refreshed and to comply with section II. 2. D. 6. of this procedure.
3. Employees shall plan and request leaves as far enough in advance of the dates of the desired leave to allow the employee's supervisor to schedule work around the employee's absence in order to meet the County's needs.