

# OKOLONA FIRE PROTECTION DISTRICT

## PAID TIME OFF POLICY

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### PAID TIME OFF- DEFINITIONS

**Paid Time Off:** OFPD employees shall not receive any paid time off (PTO) during their first year of service except as stated in this policy. Any supervisor that grants PTO to any employee having a negative or zero PTO balance shall have KRS 75.130 disciplinary charges filed against the offending supervisor. In this situation, the KRS 75.130 disciplinary charges shall be filed by the fire chief for all admin and fire employees and KRS 75.130 disciplinary charges shall be filed by the EMS director for all EMS employees. Paid Time Off (PTO) is approved time off from duty where full-time employees only will receive the same pay as if they actually worked that duty day. On each Anniversary Date each full-time employee shall receive PTO pursuant to the PTO charts below. Full-time 24/48-48/96 and 12-Hour employees within their first year of employment will accrue PTO monthly (see PTO for 24/48-48/96 and 12-Hour employees below) which is for time that was previously labeled 'Holiday Time'. Monthly first year accrual hours are detailed below for 24/48-48/96 and 12-Hour employees. For 24/48-48/96 and 12-Hour employees that have served one year, accrual shall be in full on each Anniversary Date. 40-Hour employees receive paid Holiday time on specific Holidays (see Employee Handbook) and do not accrue any PTO during the first year of employment. However, each 40-Hour employee shall receive the full amount of PTO on the chart below on their first Anniversary Date. **Anniversary Date:** Anniversary Date is the actual date an employee began full-time employment with OFPD. The Anniversary Year ends at 11:59 PM EST the day before the Anniversary Date. **Years of Service:** shall only include time when an employee is actually a full-time OFPD employee.

### PTO – PAYOUT AT SEPARATION

When an employee separates employment from OFPD for any reason the employee shall be paid at their then current regular hourly rate for vested unused PTO.

### PTO FOR 24/48-48/96 AND 12-HOUR EMPLOYEES

On the anniversary date for each 24/48-48/96 & 12-hour employee PTO is accrued as shown on the chart below. For 24/48-48/96 & 12-hour employees this time shall be coded in the scheduling software as 'PTO'. For the first year of employment the accrual rate for PTO is 10 hours a month for 24/48-48/96 employees and 7 hours a month for 12-Hour employees representing the former Holiday time.

Working Hours Allowed 24/48-48/96 hour Employees	Working Hours Allowed 12-Hour Employees	Continuous Time Employed
120*	84*	0-1 full years of service
240	168	1-4 full years of service
288	204	5-9 full years of service
360	252	10-14 full years of service
408	300	15-19 full years of service
480	336	20+ full years of service

\*If for any reason a 24/48-48/96 or 12-Hour employee separates from OFPD prior to 1 year of employment

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and their PTO bank has a negative balance their last paycheck shall be deducted for that negative balance as this time is equal to holidays for 40-hour employees.

Generally, PTO requests may be submitted on the day an employee wants to use PTO and possibly approved only if staffing allows. All PTO requests shall be submitted via OFPD's scheduling software for possible approval. If OFPD's scheduling software does not allow the request then the employee does not have the time. If this occurs and the employee attempts to request PTO using email, verbal or any other form of communication then KRS 75.130 Disciplinary Charges shall be filed against the offending employee. Primary and secondary PTO requests are considered on the basis of seniority each December. Two 24/48-48/96-Hour employees may be approved for PTO on each calendar day of the year and two 12-Hour employees may be approved for PTO on each calendar day of the year. All PTO requests after the primary and secondary PTO requests are considered in the order of date submitted (all requests are time stamped in OFPD's scheduling software). Any partial shifts taken as PTO will only be considered after primary and secondary PTO picks and will only be approved if minimum staffing is met. All requests to rescind PTO shall be submitted a minimum of 72 hours in advance so that others may have a chance to utilize that time off. From time to time, full-time OFPD employees accrue PTO that is carried forward to their next anniversary year. OFPD 24/48-48/96 & 12-Hour employees shall not carry more than two (2) weeks (120 hours for 24/48-48/96 Employees & 84 hours for 12-Hour Employees) of PTO balance beyond the anniversary of their full-time employment unless such time is scheduled for use within the next year. As such, the scheduling program will reduce the amount before accrual on the anniversary date. Therefore, all 24/48-48/96 & 12-Hour OFPD employees are strongly encouraged to use all accrued PTO or schedule the time for use within the next year because failure to perform either of these tasks will result in a loss of PTO. 24/48-48/96 & 12-hour employees who become ill or disabled prior to using PTO may reschedule the time. No extra PTO will be granted if a 24/48-48/96 or 12-hour employee becomes ill or disabled while using PTO.

No OFPD employee shall be granted PTO when they do not have enough PTO to cover the requested off shift. Any supervisor granting PTO to an employee with a zero or negative PTO bank shall be subjected to KRS 75.130 disciplinary charges.

### PTO FOR 40-HOUR WORKWEEK EMPLOYEES

PTO for 40-Hour employees is accrued in full on the employee's anniversary date as follows (40-Hour employees shall not receive any PTO during their first year of employment):

Working hours Allowed 40 hour Employees	Continuous Time Employed
80	1-4 full years of service
120	5-9 full years of service
160	10-14 full years of service
200	15-19 full years of service
240	20+ full years of service

Generally, PTO requests may be submitted on the day an employee wants to use PTO. All PTO

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requests shall be submitted via OFPD's scheduling software for approval. If OFPD's scheduling software does not allow the request then the employee does not have the time. If this occurs and the employee attempts to request PTO using email, verbal or any other form of communication then KRS 75.130 Disciplinary Charges shall be filed against the offending employee.

40-Hour employees' must be employed full-time for one year before they receive any PTO. However, on their first one-year Anniversary Date they shall be full number of hours as shown on the above chart as they earned/accrued this time in the prior year.

Benefit packages are sometimes part of hiring agreements for 40-Hour employees. However, any deviation from the above chart must be approved by OFPD's Board of Trustees and recorded in official minutes. Additionally, 40-Hour employees may be hired with a pre-approved seniority level as it relates to the above PTO accrual chart if approved by OFPD's Board of Trustees and recorded in official minutes.

From time to time, full-time OFPD 40-Hour employees accrue PTO that is carried forward to their next anniversary year. OFPD 40-Hour employees shall not carry more than two (2) weeks, which is 80 hours of PTO balance, beyond the anniversary of their full-time employment unless such time is scheduled for use within the next year. As such, the scheduling program will reduce the amount before accrual on the anniversary date. Therefore, all OFPD employees are strongly encouraged to use all accrued PTO or schedule the time for use within the next year because failure to perform either of these tasks will result in a loss of PTO.

40-hour employees who become ill or disabled prior to using PTO may reschedule the time. No extra PTO will be granted if a 40-hour employee becomes ill or disabled while using PTO.

No OFPD employee shall be granted PTO when they do not have enough PTO to cover the requested off shift. Any supervisor granting PTO to an employee with a zero or negative PTO bank shall be subjected to KRS 75.130 disciplinary charges.