

## Paid Time Off (PTO) with Accrual Provisions and Time Recording Policy

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This policy offers guidance for the accrual and use of paid time off (PTO) for A&PS and Confidential employees.

**Responsible Position for Policy:** Chief Human Resources Officer; Deputy Human Resources Officer; General Counsel

**Office/Department Responsible for Policy:** Department of Human Resources

**Division Responsible for Policy:** Finance and Administration

**Scope of Policy:** Administrative & Professional Staff and Confidential employees

**Original Issue Date:** Spring 2023

**Last Revision Date:** Spring 2023

**Log of Previous Revisions Date:** (na)

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- I. **Policy Purpose.** It is intended that this policy will offer guidance for Administrative & Professional Staff and Confidential employees regarding the college's paid time off program.
  
- II. **Policy Statement.** Oberlin College believes that its employees are the key to what makes a great institution. Although work makes up a large portion of an employee's life, we believe that a balance between work and personal activities is essential to maintain quality performance and a positive work atmosphere. To support this philosophy, the college has designed a paid time off (PTO) plan that incorporates vacation, personal and sick leave into one program.
  
- III. **Eligibility.**
  - (A) This policy applies to individuals who meet any of these criteria following criteria:
    - (1) Full time or part time Administrative & Professional Staff.
    - (2) Full time or part time Confidential employees.
  
- IV. **Provisions.**
  - (A) A&PS and Confidential employees on full-time, 12-month appointments will accrue two hundred eighty (280) hours (equivalent of 35 eight-hour days) of PTO per fiscal year, which will begin to be earned July 1 through June 30 of each academic year.

- (1) PTO may be taken, as earned, during the fiscal year at times approved by an employee's supervisor.
  - (B) A&PS and Confidential employees who begin employment after July 1 of a fiscal year, or who are on less than full-time, 12-month appointments, will accrue PTO on a pro-rated basis.
    - (1) Pro-rated accruals for those hired after July 1 will begin on the first of the month following the date of hire and may be taken, as earned, during the fiscal year at times approved by the employee's supervisor.
  - (C) Employees with less than a 1.0 FTE will earn PTO on a prorated accrual basis.
  - (D) Employees will be restricted from using any earned PTO within the first forty-five (45) days of employment, unless agreed upon prior to being hired, and included in an offer letter.
- V. Procedures.** PTO is designed to cover leave for vacation, personal sickness, family sickness and other personal, scheduled, and unscheduled activities. Employees are not permitted to utilize PTO hours they have not accrued. Any exceptions to this policy must be approved by the Department of Human Resources and supervisor.
- (A) In general, all PTO must be pre-approved by and pre-scheduled with an employee's supervisor and can be taken in 1-hour increments. Approval for all scheduled time away is subject to applicable workloads and staffing needs. Supervisors and employees will make every attempt to reasonably and mutually schedule earned PTO to avoid forfeiture of earned PTO at the end of the fiscal year
  - (B) Employees may carryover unused PTO, earned from the prior fiscal year to the next, and bank that time for a current fiscal year.
    - (1) Annually on July 1, full-time employees will be able to carry forward a maximum of one-hundred twenty (120) hours (equivalent of 15 eight-hour days) into the next fiscal year. Employees will forfeit any unused PTO from a prior fiscal year, other than days carried forward.
      - (a) PTO earned each June will be reflected in July, in the next fiscal year. This PTO total will be automatically applied and will not count against the maximum of the (120) hours (equivalent of 15 eight-hour days).
    - (2) Beginning on July 1, 2024, full time employees may annually bank a maximum of four hundred (400) hours (equivalent of 50 eight-hour days) of PTO.
      - (a) Full time employees may bank a maximum of four hundred fifty-six (456) hours (equivalent of 57 eight-hour days) of PTO within the 2023-2024 fiscal year, due to the conversion to PTO
  - (C) Beginning in the 2024-2025 fiscal year, employees may submit a request to carry forward an additional five (40) hours (equivalent of 5 eight-hour days) of PTO due to extreme or unusual circumstances that made them unable to use their PTO. If approved, the PTO must be used prior to August 31 of that same year. The request must be sent in writing to [human.resources@oberlin.edu](mailto:human.resources@oberlin.edu) along with documentation supporting the rationale for the request.

- (C) If an employee leaves the college, they will be paid for unused PTO earned only in the current fiscal year of their departure, at a maximum of one hundred sixty (160) hours (equivalent of 20 eight-hour days), less any applicable payroll deductions.
- (D) Employees will not be paid for PTO carried over from a prior fiscal year.

**VI. Coordination with Family and Medical Leave (FMLA) and Short Term Disability Leave.**

- (A) PTO will be used for approved FMLA leaves. The employee must utilize, and exhaust all earned available PTO and PTO carry-over, before transitioning to an unpaid FMLA status.
- (B) Individuals who qualify for Short Term Disability leave must utilize and exhaust accrued, available PTO and PTO carry-over time that exceeds forty (40) hours (equivalent of 5 eight-hour days) before receiving paid Short-Term Disability Leave.
- (C) Short Term Disability leave and FMLA purposes run concurrently.
- (D) Employees who are on Short Term Disability or Long Term Disability do not accrue PTO.

**VII. Administrative process.** The Department of Human Resources is responsible for establishing administrative procedures for requesting, approving, and tracking the use of PTO.

- (A) Employees who fail to report PTO taken or who engage in purposeful falsification of time entry may be subject to disciplinary action.
- (B) Employees who excessively use PTO for non-approved absences may be subject to disciplinary action.
- (C) In June 2024, HR will review employees' PTO banks. Any leave requests that have expired will be manually defaulted to "approved" and will be reflected in employees' accrued PTO totals. Employees may then contact HR if they determine there is an error with their accrued totals, which may be amended.
  - (1) Beginning in Fall of 2025, HR will review employees' PTO banks at the beginning of each semester. Any leave requests that have expired will be manually defaulted to "approved" and will be reflected in employees' accrued PTO totals. Employees may then contact HR if they determine there is an error with their accrued totals, which may be amended.

**VIII. Supervision and management.**

- (A) Supervisors must contact HR if they have made errors in approving time for an employee who reports to them.
- (B) Supervisors who fail to report PTO taken by someone in their charge or who engage in purposeful falsification of time entry, may be subject to disciplinary action.

## **Approval Process**

**Frequency of Review:** Annual

**Review Process:** Vice President for Finance and Administration; Chief Human Resource Officer; Associate Vice President for Finance

**Necessary Approval Constituents:** Executive Leadership Team