

# SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

## ADMINISTRATIVE POLICY

**NUMBER: BA146**

**NAME: USE OF TIME OFF ACCRUALS, HOLIDAY PAY AND BEREAVEMENT**

INITIAL APPROVAL DATE:	01/30/2020	BY: Administrative Committee
(LAST) REVISION DATE:	02/15/2024	BY: HR Manager
(LAST) REVIEW DATE:	03/21/2024	BY: Policy Committee
DISCONTINUED DATE:	N/A	REPLACED BY: N/A

### I. **PURPOSE**

To define how paid time off is able to be requested and accrued.

### II. **APPLICATION**

Populations: **All PTO/Holiday eligible staff**

Programs: **Direct - ALL**

### III. **POLICY**

#### **A. Time off/Use of PTO Accruals:**

PTO time is given on a pro-rated basis. PTO time is earned based on the prior pay period's total hours worked and tenure. PTO time is not awarded until the beginning of the following pay period. PTO is earned throughout the year and may require adjustments dependent upon actual hours worked. Staff will not be allowed to use time that they have not been awarded. With special approval, staff may be unpaid and excused for time off. Unauthorized or excessive absences or tardiness will result in disciplinary/corrective action, up to and including termination.

Employees should notify their supervisor or designee as far in advance as possible whenever they are unable to report for work, know they will be late, or must leave early. Such notification should include a reason for the absence and an indication of when the employee can be expected to report for work. When an employee requests time off, an electronic leave request must be completed prior to taking leave time. That electronic request would be made in the timekeeping system up to the day prior to that being requested and ONLY via email when time on the same day is requested. Leave time may be denied depending upon Agency needs.

If an employee wishes to take time off unpaid, it must be pre-authorized by the CEO. Request for unpaid time off should be sent to the attention of the HR Manager. Only very special situations will be authorized. Special requests for unpaid time off may include Pre-hire Agreements, Educational Leaves that are a benefit to the Agency, and probationary staff may be off unpaid if a doctor's note is submitted to HR. It should be noted that unpaid time off will affect accruals earned, as accruals are based on hours worked and also may affect benefits. If an employee calls in without the appropriate accruals or special approval to cover and does not meet their required work hours during the work week for employees working 40 hours or pay period for employees working 37.5 hours, they will receive an ECM or discipline. Staff on an approved leave of absence will not be reprimanded for exhausting their accrued time off. Staff on an approved leave of absence may elect to "save" up to three (3) PTO days. This must be requested on the application for leave of absence. *If a sick/PTO donation bank is requested, all time off accruals must be used, see Sick/PTO Donation Procedure DA1091 for more information.*

Time off will require prior approval when taken in excess of three (3) days, or a doctor's note may be required. Staff who are off more than ten (10) days due to illness/injury will be required to provide a doctor's note releasing them to return to work, and any restrictions must be included. A fitness for duty/return to work note must be submitted and reviewed for approval of return by the HR Department prior to their return. Please see the FMLA policy for more details on when a leave situation may be extended, BA105 Family Medical Leave Act (FMLA). Positions may be held for a maximum of one year while an employee is on a leave of absence.

Time off requests that are for more than ten (10) days require special approval. Requests should be forwarded to the HR Manager, for consideration by the CEO.

Upon submission of a letter of resignation, use of time off may be declined at the Agency's discretion.

Time off accrual banks with annual caps will be reset at the beginning of the fiscal year, as outlined in the employee's contract.

PTO requests shall be made at least two (2) weeks in advance when used for preplanned time off. In normal circumstances, employees shall give at least a twenty-four (24) hour advance notice. Same day requests for PTO time off may be requested for later in the same day; these requests would need to be submitted via email and may be approved at the discretion of the Supervisor dependent upon program needs. Staff may call in with a PTO day when prior approval cannot be obtained. Supervisor approval is required to use PTO; this may be passive in nature, however if a staff calls in with a PTO day, the Supervisor may call them and inform them it is not approved when coverage is not available. Staff may use PTO time in one-half (1/2) hour, hourly, or full day increments.

Approval for paid time off shall be contingent upon adequate program coverage and/or the employee's workload at the discretion of the Authority, but approval shall not be unreasonably withheld. Scheduling shall be on a "first come, first serve" basis. Seniority shall prevail when requests are simultaneous. Supervisors shall notify the employee within five (5) working days as to whether the request has been granted in the timekeeping software. *Request to hold the "place" in line may be made to the Supervisor in writing (vs. denying). If this occurs and further consideration may be made closer to the date, the Supervisor will update the staff as they are able.*

## **B. Holiday Pay**

All Employees must have hours worked on the regularly scheduled service day before and after a holiday to qualify for holiday pay unless the employee has a pre-approved day off. Request for deviations to this rule must be submitted to the HR Manager and will require approval by the CEO. Staff that are on an approved leave must have hours worked or accruals on the regularly scheduled service day before and after the holiday in order to qualify for holiday pay.

AFSCME staff will receive paid Holidays as outlined in their contract, up to 7.5 hours if working 37.5 hours a week and up to 8 hours if working 40 hours a week. Contract and Supervisors will receive paid Holidays as outlined in their contract, up to 8 hours if required to work an average of 40 hours weekly. Employees will be paid their usual/scheduled hours for the holiday, not to exceed the maximums outlined.

If a staff member is on a flex schedule, they should revert back to a five (5)-day work week when there is a holiday during the week. Discussions on deviations from this standard are required to occur in advance of the holiday week with their supervisor. PTO will need to be used if staff do not wish to revert back to 5 days.

**C. Bereavement**

Employees will be paid for bereavement as outlined in their Contract; documentation should be submitted to HR. The appropriate bereavement codes must be used in the timekeeping software to receive pay for this time. If staff wish to use bereavement time at a later date, this will need to be noted to their Supervisor and HR. Staff that require additional time after a funeral may use PTO time with supervisory approval.

IV. **DEFINITIONS**

V. **ATTACHMENTS**

VI. **REFERENCES**

DA1091 Sick/PTO Donation Procedure  
BA105 Family Medical Leave Act (FMLA).