



POLICY AND PROCEDURE

IDYLLWILD WATER DISTRICT

APPROVAL DATE 4/17/2019	MANUAL	POLICY NO. 2019.003
APPROVED BY: Board of Directors	POLICY TITLE Combining Vacation, Sick and Personal Time to Paid Time Off (PTO)	EFFECTIVE DATE 5/1/2019
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Purpose:

The Idyllwild Water District will combine Vacation, Sick and Personal time to be Paid Time off (PTO). One of the biggest pluses about PTO is eliminating the administrative chore of tracking how many sick days, personal days, versus vacation days their employee have used. That can be particularly helpful where employees are required to allow staffers to accrue vacation, sick and personal time. With PTO, there's no need to track hours worked or accrued and better internal control.

Policy:

- Accrual rates and provisions for the use of sick and vacation will continue as provided under the current rates.
- All employees will be required to maintain a minimum of 40 hours banked for full time and 30 hours for part time before requesting time off.
- All Paid Time off (PTO) has a maximum of 450 hours cap.
- All Paid Time off (PTO) in the excess of 450 hours before July 1 of each year shall be paid in full.
- Personal time (16 hours per fiscal year) will be added to the PTO balance as of July 1.
- Anytime PTO taken is in excess of the PTO accrued can result in progressive disciplinary action. This time off will be unpaid.
- All employees require the approval from their supervisor three weeks prior to when PTO is awarded except for PTO taken for medical reasons.
- Employees who are absent for more than three consecutive unscheduled days will be required to present a doctor's release to the Administrative Office that permits them to return to work.
- Any employee who is absent for any scheduled day of work without notice to their supervisor may be considered for disciplinary action.



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Length of Continuous Service	Monthly Accrual Rate
0 months to 5 years	14.66 hours per month
5 years to 9 years	18.00 hours per month
10 years +	21.33 hours per month

Regular part-time employees shall accrue vacation as set forth in the chart below:

Length of Continuous Service	Monthly Accrual Rate
0 months to 5 years	10.00 hours per month
5 years to 9 years	12.00 hours per month
10 years +	14.00 hours per month