

Executive Board

02/24/26

Administration Support Committee

02/23/26

Item of

Consideration: Recommendation to revise policy 842 – Time Away from Work

Highest Authority Executive Board

For this item:

Originating Source: General Council and Executive Leadership

Background: Policy 842 – Time Away from Work. The current policy does not allow part-time employees to roll over unused PTO. However, part-time employees can donate unused PTO time to the PTO Donation Pool, and they can also request time from the PTO Donation Pool. This makes the policies appear inconsistent.

The most a part-time employee can accrue is 80 hours per year (10 days) based on tenure. Allowing 40 hours to roll over would only add an additional 5 days maximum to their PTO accrual in a year. The 40 hours would also be consistent with the current policy, given that it does allow rollover in the year following an employee moving from full-time to part-time.

Background Attachments: A redline version of Policy 853 is included below.

Recommendation: The recommendation is to amend this policy to allow part-time employees to rollover no more than 40 hours of PTO into the next calendar year. It would be consistent with our policy of allowing part-time employees to donate and request donated time, and it supports our values as a family friendly organization.

POLICY 842 TIME AWAY FROM WORK

B. Rollover

i. Employees classified as regular full-time on December 31 of each calendar year will automatically rollover up to 80 hours of accrued but unused PTO into the next calendar year. Any balance over 80 hours will be forfeited for the purposes of PTO.

~~ii. Regular part-time employees are not eligible for carrying over unused accrued PTO to the next calendar year, EXCEPT that up to 40 hours may be carried over into the year following the year an employee transitions from regular full-time status to regular part-time status.~~

ii. Employees classified as regular part-time employees on December 31 of each calendar year will automatically rollover up to 40 hours of accrued, but unused PTO into the next calendar year. Any balance over 80 hours will be forfeited for the purposes of PTO.

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