

**Paid Time Off (PTO) Policy – Includes Earned Safe & Sick Time (ESST)**

**Accrual & Tracking:** Employees begin accruing PTO on their first day of employment according to the schedule below. PTO balances and usage can be accessed anytime via the ADP app or on paycheck earnings statements. Employees are responsible for tracking their balance to ensure they have sufficient hours for future PTO/ESST needs. The Phyxius PTO accrual year runs from January 1 – December 31. Earned PTO is paid at the same hourly rate as the shift for which the leave is being used.

**Use of PTO:** Employees may use accrued PTO when they are scheduled to work for the following reasons:

- 1. Personal Time, Vacation & all non-ESST Qualifying Events (requires advance notice – see request process below).
- 2. Earned Safe & Sick Time (ESST) Qualifying Events (requires advance notice if foreseeable – see request process below). :

**Requesting PTO Leave:**

Foreseeable:

- Employees must submit PTO requests 5 days in advance.
- Personal/Vacation time approval is based on scheduling needs per our Schedule/Deputy Policy.
- Holidays PTO requests are based per our Holiday Pay Policy.

**OR**

Unforeseeable:

If the need for PTO is unforeseeable, employees must follow these steps:

- a) Call the House/Location to notify on-duty staff, as they will be responsible for coverage until coverage is found. Employees are encouraged—but not required—to assist in finding coverage.
- b) Call your Supervisor or Assistant Program Leader/ Program Leader ASAP and leave a voicemail including:
  - Your name and scheduled shift time/location.
  - A detailed reason for your absence.
  - Your expected return-to-work date.
  - Promptly return any phone call from your supervisor/ Assistant Program Leader/Program Leader.
- c) PTO may only be used for unforeseeable absences if they qualify as an ESST event or are otherwise approved under this policy.
- d) If PTO is used for more than three consecutive scheduled workdays, employees may be asked to provide a doctor’s note, documentation, or a written statement confirming the leave was for an ESST-qualifying event.

**Accrual, Carryover, and Payout:** Unused PTO carries over into the next year. Unused PTO is not considered earned wages and will not be paid out upon termination, resignation, retirement, or other separation from Phyxius. Employees rehired within 180 days will have previously accrued but unused PTO reinstated. PTO is earned and used in increments as small as one hour. If you reach the “Cap” you will stop accruing PTO until your balance falls below the Cap.

**Information:** Absences may still result in disciplinary action based on the circumstances, per the Attendance Policy, even if the call-in procedure was followed. Employees will not be disciplined or retaliated against for properly using ESST for a qualifying event. If an absence does not qualify for ESST or the employee has no available PTO, they may be subject to disciplinary action under the Attendance Policy. Assistant Program Leaders, Program Leaders, Supervisors (Office, Operations, Accounting), and Directors have the flexibility to adjust their schedules by adding or reducing work hours as needed, with supervisor approval. Given the unpredictable nature of their roles, including after-hours on-call emergencies, these employees will be scheduled for fewer than 40 hours per week. If desired, they may use PTO to supplement their hours and reach a total of 40 hours at the end of the workweek.

**Variable Direct Care Staff/Office Advisors/**

Hours Worked 30 =1.00 hour PTO up to 48 hrs/year. Cap of 80 hours.

**Direct Care Specialist**

Hours Worked 30 =1.50 hour PTO up to 97.5 hrs/year. Cap of 80 hours.

**Assistant Program Leader /Program Leaders**

Hours Worked 30 =1.75 hour PTO up to 104 hrs/year. Cap of 80 hours.

**Office Advisor Specialists**

Hours Worked 30 =1.75 hour PTO up to 104 hrs/year. Cap of 80 hours.

**Supervisors (Office, Operations, Accounting)**

Hours Worked 30 =2.00 hour PTO up to 117 hrs/year. Cap of 80 hours.

**Director**

Hours Worked 30 =2.75 hour PTO up to 195 hrs/year. Cap of 160 hours.

For any questions regarding payroll, deductions, or benefits, please contact the Office Advisor team. They are available to assist you.

Signature  \_\_\_\_\_  
Katherine Wittkowski-Boyd (Feb 20, 2025 13:45 CST)

Name Katherine Wittkowski-Boyd Date 02/20/25

# Katherine Wittkowski-Boyd PTO-ESST

Final Audit Report

2025-02-20

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