

PAID TIME OFF POLICY

The Fairfield Township recognizes that a good balance between work and life is important.

The Fairfield Township provides PTO to eligible employees. PTO is an all-purpose time off policy. You can use PTO for vacation, illness or injury, and personal business. PTO combines traditional vacation, sick and personal plans into one flexible, paid time off policy.

ELIGIBILITY

All staff members receive PTO based on tenure and hours worked as outlined in the following PTO grids.

The number of PTO staff members receive each year depends on the number of years employed at the Fairfield Township office and hours worked. For the purpose of awarding PTO, years of service are calculated from the year the staff members began their employment at the Fairfield Township office.

<u>Permanent status</u>	<u>Full time</u>	<u>Part time</u>
<u>After 6 weeks</u>	<u>14 hrs per month</u>	<u>5.25 hrs per month</u>
<u>1-3 years</u>	<u>176 hrs yearly</u>	<u>70 hrs yearly</u>
<u>4-7 years</u>	<u>216 hrs yearly</u>	<u>105 hrs yearly</u>
<u>8-10 years</u>	<u>256 hours yearly</u>	<u>140 hrs yearly</u>
<u>10 plus years</u>	<u>296 hours yearly</u>	<u>175 hrs yearly</u>

PTO may be used in fifteen (15) minute increments. In the event of unexpected illness or emergency, the library should be contacted prior to a staff member's assigned shift. If the employee falls ill at work or if there is a personal emergency, PTO may be used to cover the remainder of the shift in no less than fifteen (15) minute increments.

Employees who miss more than three (3) consecutive unscheduled days are required to present a doctor's release that permits them to return to work.

All employees are required to inform the Township Trustee of the request for time off.

Staff members new to the Fairfield Township office will receive PTO after six (6) weeks of employment. PTO hours will be calculated from the time of permanent status to the end of the year.

PTO not used within a calendar year will have a maximum roll over of forty (40) hours per year for both full-time and part-time employees.

Upon separation from employment, employees will be paid for up to eighty (80) hours for full time and forty (40) hours for part time of unused PTO.

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