

## 46PAID TIME OFF POLICY

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

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

### ELIGIBILITY

All eligible employees receive PTO based on tenure and hours worked as outlined in the following PTO grid.

The number of hours PTO staff members receive each year depends upon whether the employee is full-time or part-time and their years of service. For the purpose of calculating PTO, years of service begin on the employee’s hire date at the Fairfield Township office.

#### PTO ACCRUAL SCHEDULE

Length of Service	Full-Time Accrual Factor	Full-Time Annual	Maximum Accrual of Hours	Part-Time Accrual Factor	Part-Time Annual	Maximum Accrual of Hours
6 weeks to 1 year	14 hours/month	138	138	5	46	46
1-3 years	14hours/month	160	240	5	60	100
4+ years	16 hours/month	192	272	6.5	78	118

PTO may be used in fifteen (15) minute increments. In the event of unexpected illness or emergency, the Township 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.

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

PTO not used within a calendar year can be carried over to the subsequent year with a maximum roll over of forty (40) hours per year for full-time employees and (20) hours per year for part-time employees.

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