

Peaceful Valley Donkey Rescue

Paid Time Off Policy for Full Time Hourly Employees

July 25, 2023

Full time hourly employees, who are averaging 30 + hours per week, are eligible to accrue Paid Time Off (PTO) weekly. PTO accrual will be tracked through the ADP app. The rate of accrual is approximately 1.5 hours per week.

3 months of employment = 20 PTO hours

6 months of employment = 40 PTO hours

9 months of employment = 60 PTO hours

12 months of employment = 80 PTO hours

PTO can be used for sick, personal or vacation days. PTO should be approved in advance through the employee's supervisor when possible. If not possible, such as when an employee was sick, it is the employee's responsibility to notify PAYROLL that they wish to use PTO hours for their missed time. If payroll is not notified before payroll processing for the period of time an employee was absent, PTO will not be deducted, and you will not receive payment for the hours missed.

PTO use during holidays or scheduled events must be approved by a supervisor.

If an employee chooses to quit without providing two weeks' notice, they will forfeit any PTO accrued. If an employee resigns from their position with two weeks' notice accrued PTO will be paid in full.

On the anniversary of each employee's individual start date, up to 25% of any unused PTO can be rolled over for the next year or cashed out at the employee's current rate of pay. However, employees are encouraged to use their PTO during the year in which it is accrued. Any additional PTO over the 25% rolled over or cashed out that remains unused will be lost.

Employees hired on or after 07/25/2023 are enrolled in this new PTO schedule. Employees hired prior to 07/25/2023 will remain on the existing accrual schedule and will receive a check for 80 hours at their current rate of pay on their annual anniversary date. Once an employee hired prior to 07/25/2023 receives their payout of 80 hours, they will then begin accruing PTO in accordance with the new PTO policy.