

Personal Time Off  
Policy and Procedures

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**POLICY**

After 1 year of employment, full time employees are eligible for 32 to 40 hours of Paid Time Off in a calendar year. This is an all-inclusive program that considers emergency, sick, vacation, and personal business as a whole. PTO used other than for illness or emergency purposes are subject to supervisory approval and require 30 days advance written notice. If more than one employee requests time off for the same period at a time when having more than one employee off at the same time creates a problem, length of company service will be used to determine which request(s) will be approved.

Full time employees are those employees who work 32 or more hours a week. The amount of PTO granted relates directly to the number of average weekly hours worked by the employee at the time the PTO is taken, up to 40 hours a week. PTO is paid at the employee's regular base rate. A full time employee is eligible for PTO as soon as that employee has reached her/his 1 year anniversary with Comfort Keepers and not before.

PTO hours are to be used in the year for which it is intended. Unused PTO cannot be carried over to the next calendar year except for circumstances beyond the employee's control (required to work because of current business needs, personal emergencies', etc) in which case, a written request must be turned into a supervisor before the current year ends. Requests for PTO carry over will be examined on a case by case basis and the employee will be informed in writing whether the request was approved or not. Note, the employee's failure to adequately plan for taking PTO will be a factor in denying or approving a request.

PTO means just what it says. It is pay for time off taken. Employees will not receive a pay out of PTO without taking time off from work.

All unused PTO hours are forfeited upon separation from Comfort Keepers.

**PROCEDURES**

1. Requesting PTO.
  - To request PTO, complete the 'PR006 Time Off Request Form'
  - PR006 Forms can be obtained from the [ck181employees.com](http://ck181employees.com) website.
  - The form is sent it to the office 30 days prior to the requested day off.
  - The office notifies the employee when the request has been approved.