I. SCOPE

This policy applies to hourly (wage) employees of the College of William and Mary and the Virginia Institute of Marine Science (hereafter the “College”) meeting the eligibility criteria set forth under Section IV below.

II. PURPOSE

The purpose of this policy is to provide eligible hourly/wage employees time off with pay.

III. POLICY STATEMENT

The College will provide Paid Time Off (PTO) to eligible hourly employees. The amount of PTO provided will be based on completed years of service as an hourly employee and may be used for any purpose.

IV. GUIDELINES FOR PTO

A. Eligibility and Amount of PTO. Eligibility for PTO is determined as of January 1 of each year. To be eligible for PTO, an hourly employee must have:
   • worked for the College for at least one full year of continuous service; and
   • worked at least 1,000 hours during the previous calendar year.

   Eligibility is based on service as an hourly employee; previous service as a salaried employee (if any) will not be used in determining the amount of leave awarded.

   1. Employees who meet this eligibility criteria on January 1st will, on January 16th, be awarded the appropriate amount of PTO (see Paid Time Off Schedule, Attachment A).

   2. Employees who meet the eligibility criteria after January 1 of a given year will receive the appropriate amount of PTO on January 16th of the following year.

B. Use of PTO. PTO provides eligible hourly/wage employees time off without loss of pay. PTO may be used for any purpose, including personal reasons.

   1. Use of PTO should be requested as far in advance as possible. Employees should submit a written request including the number of PTO hours requested, the requested start time and whether that start time is flexible.
2. Supervisors have the authority to approve or disapprove the use of PTO. However, PTO requests should be granted unless approval would adversely affect the operations of the relevant unit.

   a. Approved PTO may be rescinded if the College's needs change.

   b. Supervisors should establish and communicate procedures for employees to request PTO, including the minimum advance notice, as well as procedures by and conditions under which employees can take unscheduled PTO.

3. The amount of hours charged to PTO is based on the employee’s official work schedule for the day leave is taken.

   **NOTE:** Time off on PTO is not considered hours worked for purposes of calculating whether or not the overtime rate is due.

D. Unused PTO Balances. PTO may not be carried over from one year to the next: it is a use-or-lose program. Additionally, upon leaving employment from the College, the employee will not be eligible to receive payment for any remaining leave balances.

V. **AUTHORITY, IMPLEMENTATION AND AMENDMENT**

   This policy is approved by the President in accordance with the Restructured Higher Education Financial and Administrative Operations Act, Chapter 4.10, Title 23 of the *Code of Virginia* and the Management Agreement effective July 1, 2006.

   The Office of Human Resources is responsible for the administration and implementation of this policy.

   The College may revise or eliminate this policy at any time. The Vice President of Administration is authorized to amend or revise this policy.

VI. **RELATED POLICIES**

   Holiday Pay for Hourly Employees
Hourly/Wage Employee
Paid Time Off Schedule

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>PTO Hours Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 5 Years</td>
<td>48 hours</td>
</tr>
<tr>
<td>6 – 9 Years</td>
<td>60 hours</td>
</tr>
<tr>
<td>10 – 14 Years</td>
<td>72 hours</td>
</tr>
<tr>
<td>15 – 19 Years</td>
<td>84 hours</td>
</tr>
<tr>
<td>20 – 24 Years</td>
<td>96 hours</td>
</tr>
<tr>
<td>25 or More Years</td>
<td>108 hours</td>
</tr>
</tbody>
</table>