



## *Administrative Policy and Procedures Manual*

<b>Title:</b> Paid Time Off for Hourly Employees	<b>Number:</b>
<b>Effective Date:</b> January 10, 2010	<b>Responsible Office:</b> Human Resources
<b>Revision Date:</b> December 10, 2018	<b>Page 1 of 3</b>

### **I. SCOPE**

This policy applies to hourly (wage) employees of William and Mary and the Virginia Institute of Marine Science (hereafter the "University") 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 University 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; except that eligibility will also be determined as of July 1 for new employees hired after January 1st of the prior year. To be eligible for PTO, an hourly employee must have:
- worked for the University for at least 12 months of consecutive service; and
  - worked at least 1,000 hours during the previous 12 months.

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 1<sup>st</sup> will, on January 16<sup>th</sup>, be awarded the appropriate amount of PTO (see Paid Time Off Schedule, Attachment A).
  2. Employees who meet the eligibility criteria on July 1<sup>st</sup> following their first 12 months of employment will, on July 16<sup>th</sup>, be awarded the appropriate pro rata amount of PTO.
- 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.



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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  - a. Approved PTO may be rescinded if the needs of the University's change.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 number of hours charged to PTO is based on the employee's regularly scheduled work hours for the day leave is taken.

**NOTE:** Time off on PTO is not considered as hours worked for purposes of calculating overtime pursuant to the Fair Labor Standards Act.

- 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 University, 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 University may revise or eliminate this policy at any time. The Senior Vice President of Finance and Administration is authorized to amend or revise this policy.

**VI. RELATED POLICIES**

Holiday Pay for Hourly Employees

Hourly/Wage Employee  
Paid Time Off Schedule

Years of Service	PTO Hours Awarded
1 – 5 Years	48 hours
6 – 9 Years	60 hours
10 – 14 Years	72 hours
15 – 19 Years	84 hours
20 – 24 Years	96 hours
25 or More Years	108 hours