

Vermont Catholic Charities, Inc.  
Residential Care Homes Policies and Guidelines

<b>SUBJECT: Paid Time Off Policy</b>	<b>Policy Number 00019</b>
	Section: Human Resources
	Sub-Section: Time Off
	Approved Date: March 1, 2010 Updated: October 1, 2017

The Level III Residential Care Homes of VCCI are committed to a flexible, fair schedule of paid time off for all employees. All full-time employees are eligible for paid vacation time and discretionary time, Part-time employees (working 20-34.9 hours regularly) are eligible for vacation and discretionary time commensurate with their regular scheduled worked hours (explained below). Supervisors and managers are responsible for monitoring the use of all paid time off as it relates to the staffing needs in their department, and counseling with employees regarding proper use and notification requirements and submitting the time to the payroll department. Paid Time Off for all new hires will be prorated for the first year of employment. (See attached Pro-ration Schedule).

The Paid Time Off Policy will encompass the following:

- A. Vacation Time
- B. Discretionary Time

This policy replaces, revokes and rescinds all former PTO (Paid Time Off) policies and any modifications or changes to the utilization and administration of those policies is therefore superseded by this new plan as well.

**A. Vacation**

**POLICY**

1. Vacation time is provided to all regular, full-time and part time employees during the Organization's fiscal year, which is from July 1st through June 30th. The employee may not carry over vacation from year to year. All full time and part time employees will apply the scale noted below on Previous Pertinent Work Experience and years of service to apply the number of weeks eligible.

2. An employee becomes eligible for vacation time (based on years of service and \*Previous Pertinent Work Experience) effective July 1st of the new fiscal year as follows.

**Service + Previous Experience Vacation Eligibility (Hired prior to 6/30/09)**

0 – 5 Years      Up to 3 weeks  
5+ Years        4 Weeks

**New Hires as of 7/1/09**

**Service + Previous Experience Vacation Eligibility**

0 – 3 Years      Up to 2 weeks  
4-9 Years       3 Weeks  
10+Years       4 Weeks

Vacation eligibility is determined by adding \* Previous Pertinent Work Experience to years of Vermont Catholic Charities, Inc. service. The maximum allowable credit for Previous Work Experience is as follows:

- Non-exempt employees: **up to 3 years**
- **Exempt** employees, all years, determined and qualified by position, not exceeding 4 weeks.

Previous Pertinent Work Experience is generally defined as follows:

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- A position(s) that matches with a similar or same position at VCCI. Expertise level of position is more important than merely employment by another employer. Former employer is defined as an organization primarily engaged in similar business or position held whereby the skills are transferable.
- A position(s) with the same content or equivalent content to entry position.
- A career developmental position for entry or current position.

College internships and part-time work generally will not be counted as Previous Pertinent Work Experience. Educational credentials will not act as a substitute for work experience.

3. For all fulltime employees eligible will receive 40 hours per week of vacation unless the employees normal work week is 35 hours, (if employee works 35 hours per week the employee will be paid their normal weekly hours of 35 hours.) (Noting an employee who works between 35-40 hours will be paid their normal work week hours.)

4. For all part time employees who qualify for vacation, the hours will be based on their average weekly hours worked. A report will be run in June of the current fiscal year. The report will calculate average weekly hours from December through May. The results of this report on average weekly hours will be used to determine the employee's vacation hours to be paid for the next fiscal year beginning July 1st.

**EXAMPLE of Part Time Eligible Vacation Hours to Be Paid:**

***PART TIME EMPLOYEE EXAMPLE***

Eligible weeks = 2 wks

Average weekly hours = 24 hrs

CALCULATION: 2 wks x 24hrs = 48 eligible vacation hours

5. Vacation time for new hires, will be prorated for the first year of employment and will be calculated based on their average weekly hours worked during their first 90 days. (See attached Pro-ration Schedule). Newly hired employees may use available vacation time after completing the ninety (90)-day eligibility period from date of hire. No vacation time is earned during the 90 day eligibility period.

6. Employees must take all paid leave first, before taking any unpaid leave (paid leave is defined as discretionary time, vacation days). (Although, under Vermont PFLA we will abide by state rules if the Home has at least 20 employees.) Unpaid leave may be offered under eligible leaves of absence or at management discretion.

7. Vacation time may not be taken after employee notification of intent to resign.

8. Employees who terminate prior to the completion of six months continuous employment will not be paid for vacation upon such termination.

9. Employees working less than 20 hours and employees who are per diem do not qualify for Vacation Time.

10. All employees who qualify for vacation will have their hours available to them on July 1st of the fiscal year and those hours will be "locked in" for the year.

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**PROCEDURE**

1. Employees should plan their vacation time as early as possible to accommodate fellow employees and department plans. The department supervisor will resolve vacation-scheduling conflicts within the department based on Organization needs.
2. Any changes or alterations to the vacation schedule should have supervisor approval and be reflected on the time sheet.
3. All vacation time must be properly recorded and submitted. Failure to do so will result in disciplinary action up to and including termination.
4. At least one week of vacation should be taken Saturday through Sunday, consecutive operating days. Requests for exceptions will be made in writing and will also require the approval of the appropriate supervisor. Any remaining vacation time may be taken in one-hour increments for non-exempt employees and full-day increments for exempt employees.
5. An employee who becomes eligible for additional vacation time (based on length of service, as set out in Vacation Policy, Par. 2, above) by virtue of reaching an employment anniversary, will have additional vacation time awarded as follows:

If the anniversary of the employee’s original hire date falls between July 1 and Dec 31, then the employee will earn the additional time on the **anniversary date**. If the anniversary of the employee’s date of hire falls between Jan 1 and June 30th, then the employee first earns additional vacation on July 1st next – that is, at the start of the next fiscal year.

Changes in status (i.e. non-exempt to exempt) may result in an increase in vacation days according to the schedule above. Any alteration to an employee’s schedule will be determined by Human Resources. If an employee changes from full time to part time they will retain the vacation that was “locked in” for the current fiscal year. If an employee changes from full or part time to per diem status and thus becomes ineligible for vacation—they will be paid out at the same rate as a voluntarily departing employee would receive according to the quarter in which the change occurred and not be eligible for vacation if rehired until the following fiscal year.

6. Voluntary Termination: once notice/intent of resignation is given, payment of vacation will be made according to the following schedule:

Employee Departs % of Vacation Dollar Balance eligible for payout minus hours used

July-Sept	25 %
October-Dec	50 %
Jan-March	75 %
April-June	100 %

**“No call, no show” for 3 days it is considered an voluntary termination and the employee will be not eligible for any vacation payout.**

7. Involuntary Termination: no payment will be made.

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8. Employees involved in disciplinary action: Any employee under suspension vacation cannot be used to supplement an indefinite or defined suspension.
9. Employees working less than 20 hours and employees who are per diem do not qualify for Vacation Time.

***B. Discretionary Time***

**POLICY**

1. All full-time and part-time, regular employees, are eligible for eleven (11) days of Discretionary Time on July 1st ***of each year, based on their regular worked hours.*** *Discretionary time is not intended to be additional vacation time. It is intended to be used for family or personal illness, holidays, bereavement or for appointments that cannot be handled outside of regular business hours and for holidays. Availability and use of Discretionary Time to complete a regularly scheduled shift does not preclude the possibility of disciplinary action if the absence/tardiness was unexcused or abusive. Discretionary time cannot be used to supplement indefinite or defined suspensions.*
2. Employees are not eligible for discretionary days until they have completed the ninety (90) day eligibility period.
3. Employees working less than 20 hours and employees who are per diem do not qualify for Discretionary Time.
4. To determine the part time hours eligible for discretionary time the average daily regular work hours will be used. The same report identified above under vacation time will be used except an average of daily hours will be used.

**EXAMPLE:**

**PART TIME CACULCATION OF HOURS FOR DISCRETIONARY TIME**

11 discretionary days  
4.5 average daily hours

**CALCULATION:** 11 x 4.5 = 49.5 discretionary hours

5. Discretionary time for new hires will be prorated for the first year of employment and will be calculated based on their average daily hours worked during their first 90 days.

**PROCEDURE**

1. Discretionary time must be pre-planned whenever possible and approved by the supervisor. Discretionary time will also be utilized for tardiness or unplanned absenteeism, and should be recorded as such by supervisors or employees on employee time cards. Employees are responsible for managing their paid time off responsibly. Supervisors are accountable for the staffing and professional development of their employees, and must counsel with employees who are mismanaging or running low on paid time off, which may include disciplinary actions up to and including termination. Unpaid time off is not permitted unless the employee is eligible for a leave of absence or at management discretion.
2. **Time off for three or more consecutive days requires prior supervisory approval, physician's excuse and/or Human Resources approval.** Three or more consecutive days off may qualify for eligibility of the Family Medical Leave Act (FMLA), or Vermont Parent Leave Act (VPLA). An absence of three days or more without appropriate

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notification or leave documentation will be considered job abandonment and will be considered a voluntary resignation from the Organization.

3. Non-exempt employees must take and record their discretionary time in 15-minute increments. Exempt employees must record discretionary time as well as all other paid time off in full day increments. Discretionary time is not paid out upon termination of employment with the Organization.

4. There will be no carry over or accumulation of Discretionary days. Any unused time is not paid out upon termination.

5. Discretionary time may not be taken after employee notification of intent to resign.

6. If an employee is voluntary laid off by the organization, the organization has the right to decide whether to pay the employee their unused discretionary time, not to exceed 60 hours. The determination will be based on financial results of the Home.

**Paid Time Off Proration Schedule**

Vacation and discretionary time for new hires will be pro-rated for the first year of employment based on the following schedule:

<b>VACATION &amp; DISCRETIONARY</b> Hire Date	Eligible Vacation & Discretionary Hours
July 1-September 30	100% of annual vacation and discretionary hours
October 1-Dec. 31	75% of annual vacation and discretionary hours
January 1-March 31	50% of annual vacation and discretionary hours
April 1 – June 30	25% of annual vacation and discretionary hours

*\*This policy replaces, revokes, and rescinds all former policies, therefore, any modifications or changes to the utilization and administration of those policies is superseded by this new plan.*