

# Employee Paid Time Off (PTO) Policy

## Intent

El Sistema Grey Bruce - The Big Sound (also referred to as The Big Sound and/or TBS) seeks to reduce the impact of unscheduled absences of Program Staff and disruptions to Program delivery.

Paid Time Off (also referred to as PTO) provides Program Staff with flexible paid time off from work that can be used for needs such as personal or family illness, doctor appointments and inclement weather.

The purpose of PTO is to provide Employees with the flexibility to use this paid time off to meet personal needs, while recognizing their individual responsibility to manage their time so as not to disrupt the delivery of the Program. It may be in the Employee's best interest to keep some PTO days in reserve in case of unexpected events.

Program Staff will be allocated a bank of Paid Time Off (PTO) hours per Calendar Year (January 1st to December 31st) equivalent to the maximum number of hours the Employee is scheduled to work in a regular work-week. In the event an Employee does not work a full 12 months in a given Calendar Year (i.e. a Term and/or Contract Employee), the Employee's annual PTO Entitlement shall be prorated on the maximum number of hours the Employee is scheduled to work in a regular work week, using the total number of months the Employee is scheduled to work during the Calendar Year.

Each Employee shall be granted their annual PTO Entitlement on January 1st of each Calendar Year. If, for whatever reason, the Employee's employment ends prior to the end of the Calendar Year (i.e. resignation, end of Contract, termination), their annual PTO Entitlement shall be adjusted in accordance with the actual number of months worked during the Calendar Year. Any PTO hours taken in excess of the Employee's adjusted annual PTO Entitlement shall be deducted from the Employee's final pay.

These paid hours shall not be accrued/carried over from one Calendar Year to another if they are not used and/or converted into any other paid time off or monetary type of payment.

Program Staff may use their paid PTO for:

- Personal/Family illness,
- Medical/dental appointments,
- Caring for children/family members
- Other personal appointments/emergencies
- Inclement Weather (Refer to the Employee Inclement Weather Policy).

### **Notice and Scheduling**

Program Staff are required to provide the Board HR Lead/or Designate with reasonable advance notice to obtain approval prior to using PTO. This allows the Employee and TBS to prepare for the time off and assure that all staffing needs are met.

There may be occasions, such as sudden illness/inclement weather, when an Employee cannot provide advance notice. In those situations, the Employee must inform TBS of their circumstances as soon as possible.

### **Minimum PTO Increments**

The smallest increment of PTO an Employee can take is one (1) Hour.

### **Reporting**

Program Staff must report any PTO used during any given pay period when they submit their Bi-Weekly Time Sheet.