



# POLICY

Effective Date: 06/01/2025

## Personal Time Off (PTO)

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### Statement of Philosophy

At Kids Central Incorporated, we recognize the importance of work-life balance and believe that employees should have opportunities to enjoy time away from work. To support this, we offer a Paid Time Off (PTO) program to all full-time employees.

Our PTO program provides the flexibility for employees to use their time off in a way that best suits their personal needs—whether for vacation, illness, family matters, or personal appointments. We believe this program is more generous than traditional leave plans and reflects our commitment to employee well-being.

All Full-Time/Full-Year and Full-Time/Part-Year employees will accrue and use PTO in accordance with the guidelines detailed below.

### Procedure:

1. The established PTO year is the fiscal year June 1 through May 31.
2. PTO deposits are made annually on June 1st, based on the employee's Years of Service (YOS) as of June 1<sup>st</sup>, in accordance with the established accrual schedule.
3. A year of service is defined for PTO as the number of actual years of employment from the last hire date. For example, a Full Year/2080 employee with a hire date of 11/26/2022 would receive 80 hours on June 1, 2028, for 5 YOS.
4. New full-time employees will begin earning PTO time on their hire date; however, they must complete six months of service before they are eligible to use their time.
5. For an employee who transitions from part-year/hourly status to full-year status, PTO is calculated based on service years.
6. Part-Time Hourly employees are not eligible for PTO hours. However, if their employee status changes to Full-Time their last hire date is used to determine PTO



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hours pre the schedule above.

7. Full-Time/Full Year and Full-Time/Part-Year employees earn PTO time based on the following accrual schedule:

| Years of Service (YOS)                         | Full Year / 2080 Employees | Part-Year / 1640 Employees |
|--|----------------------------|----------------------------|
| <b>On 6-month Anniversary Date</b>             | 3 days / 24 hours          | 2 days / 16 hours          |
| <b>On Jun 1st Between 9 Months &amp; 1 YOS</b> | 3 days / 24 hours          | 2 days / 16 hours          |
| <b>On Jun 1st More Than 1 YOS</b>              | 5 days / 40 hours          | 3 days / 24 hours          |
| <b>On Jun 1st More Than 2 YOS</b>              | 10 days / 80 hours         | 5 days / 40 hours          |
| <b>On Jun 1st More Than 5 YOS</b>              | 15 days / 120 hours        | 8 days / 64 hours          |
| <b>On Jun 1st More Than 10 YOS</b>             | 20 days / 160 hours        | 10 days / 80 hours         |
| <b>On Jun 1st More Than 20 YOS</b>             | 22 days / 176 hours        | 12 days / 96 hours         |

8. PTO time is recognized as non-worktime for employees and calculated based on the employee's regular pay rate.
9. PTO must be taken in full day or fifteen-minute increments. Exempt employees may only use PTO in full-day increments.
10. Unused PTO will not be paid out upon or after receipt of resignation or termination of employment.
11. An employee may volunteer to donate their PTO hours to another eligible employee in times of illness. The recipient must be employed for at least 90 days to be eligible to receive donated PTO time. Kids Central, Inc. recognizes that in times of extreme illness of an employee or their immediate family member (a parent, in-law, spouse, or children), PTO may be exhausted, creating hardship. The donation must be in writing. The Executive Director or his designee must approve the transfer of PTO.
12. Up to 40 hours of unused PTO may be cashed out at the end of the fiscal year.
13. Up to 24 hours of unused PTO may be carried over to the next fiscal year.



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14. Any PTO time not carried over or cashed out as described above must be used by May 31st or be forfeited.
15. PTO hours must be used when available. Employees cannot use unpaid time off to save PTO time for cash-out or carryover. Unpaid time off is not allowed when PTO time is available.
16. Kids Central Incorporated encourages employees to use their PTO responsibly and, whenever possible, to schedule time for vacations or personal leave appointments in advance. Every time-off request will be evaluated and subject to approval depending on staffing needs at the time. Kids Central Incorporated understands there may be occasions, such as sudden illness, when you may not be able to give sufficient advance notice. In those situations, however, employees must inform their supervisor as soon as possible.
17. March of 2015 the Policy Council and Board of Directors combined the “Sick Time” and “Vacation Time” Policy therefore establishing the Personal Time Off (PTO) policy. It was approved that all employees with “Sick Time” balances could retain those balances until they exhausted the hours. This policy does not change or replace that approval.
18. The Human Resource Specialist is responsible for maintaining accurate PTO balances for all employees in Paylocity.
19. As with all benefits paid PTO time is subject to funding availability.

#### **Employees’ Responsibilities:**

1. Employees must ensure accurate PTO hours are recorded on their timecard for payroll processing.



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2. Employees must submit a signed PTO request for five days or more to the Executive Director at least one week in advance. The form is located on KCI website.
3. Requests for less than five PTO days must be submitted to the employee's supervisor at least two days in advance through Paylocity. If a two-day notice is not given, the employee may be asked to provide medical certification to support their absence. Also, a physician's release to return to work may be required.
4. If all the PTO hours have been exhausted and the employee requires more time off, the employee may request unpaid time off through Paylocity or a Leave of Absence without pay from the Executive Director. FMLA provisions may also cover such leaves of absence.

### **Management Staff Responsibilities:**

1. Management reserves the right to designate when some or all PTO can be taken.
2. Supervisors may deny the use of PTO if an employee fails to follow this policy.
3. Supervisors may deny the use of PTO when staffing shortage causes classroom closures or home visits that that cannot be made up.

### **Conduct and Violations:**

Any violations of this policy will be considered a serious offense subject to disciplinary action up to and including termination. Example violations include but are not limited to:

- The employee does not give a two-day notice for a planned appointment.
- Time Theft: Recording or approving inaccurate number of PTO hours on a timecard in Paylocity.

### **Professional Development:**

Kids Central's Human Resources Specialist will provide training on this policy during orientation. This policy will be reviewed by staff annually.