

Paid Time Off (PTO)

Bargaining unit employees will be provided in accordance with the applicable collective bargaining agreement. The following policy applies to non-bargaining unit employees.

Effective January 1, 2024, TARTA will provide consolidated paid time off ("PTO") benefits each calendar year for employees to attend to personal needs, including rest and relaxation, illness or injury, doctor's appointments, family obligations, and other personal matters. PTO requests must be submitted on Time & Attendance in ADP and approved by the employee's supervisor. PTO must be taken in no less than four-hour increments. PTO will be paid at the employee's regular hourly rate and will not count as hours worked for the purposes of overtime calculation.

PTO benefits will accrue each pay period based on seniority or negotiated accrual level, which must be based on prior written agreement with the CEO or Board President, according to the schedule below.

<i>Seniority or negotiated</i>	<i>FT Employees Annual PTO/Maximum Accrual</i>	<i>FT Employees Bi-weekly accrual</i>	<i>PT Employees Annual PTO/Maximum Accrual</i>	<i>PT Employees Bi-weekly accrual</i>
0-3 years of service	160 hours 4 weeks	6.15 hours per pay	80 hours 2 Weeks	3.08 hours per pay
3-6 years of service	200 hours 5 weeks	7.69 hours per pay	100 Hours 2.5 weeks	3.85 hours per pay
6-10 years of service	240 hours 6 weeks	9.23 hours per pay	120 hours 3 weeks	4.62 hours per pay
10-20 years of service	280 hours 7 weeks	10.77 hours per pay	140 hours 3.5 weeks	5.38 hours per pay
20+ years of service	320 hours 8 weeks	12.31 hours per pay	160 hours 4 weeks	6.15 hours per pay

PTO accrual will begin during an employee's first pay period. Employees will not accrue PTO during unpaid leaves of absence, unless otherwise required by law. Accrual during pay periods in which an employee is paid for only a portion of the pay period because of the start or end of their employment, or unpaid leave, will be pro-rated.

An employee with prior service with the State or any political subdivision of the State, will have that prior service included when calculating their entitlement to PTO under this policy. The anniversary date of employment for the purpose of computing the amount of the employee's PTO, unless deferred pursuant to an appropriate law, ordinance, or regulation, is the anniversary date of such prior service.

Employees may not exceed the maximum unused, accrued amount of PTO, which is equivalent to one year of PTO. Unused PTO in excess of 80 hours will expire and will not be carried forward for future use in any subsequent year. Employees may only use the maximum hours as per the above chart plus any carryover hours from the previous year. For example, someone with five (5) years of service has a maximum of 200 hours plus carryover hours from the previous year, which cannot be more than 80 hours.

Upon separation from employment with TARTA, the employee will be paid for unused PTO which the employee has accrued based on proration of the employee's weeks of service during the current year divided by 52 weeks.

TARTA may, at its sole discretion based on the circumstances, allow an employee to use PTO benefits that have not yet accrued. In the 2024 calendar year, employees will be permitted to use up to 40 hours of unaccrued PTO time. If an employee resigns their employment or is terminated, however, the employee will be responsible to reimburse TARTA for any PTO hours that they have used, but not accrued.