

Personal Time Off (PTO)

1046.1 PURPOSE AND SCOPE

To provide BRFD paid employees with information on PTO/earned paid sick time accrual and use

1046.2 POLICY

BRFD paid employees shall be granted accrual of PTO/earned paid sick time as follows

PTO Accrual

1-5 Years of Service Full Time Employee PTO Accrual –

240 hours annually (9.23 hours per payroll) up to maximum accrual of 480 hours

5-10 Years of Service Full Time Employee PTO Accrual –

264 hours annually (10.15 hours per payroll) up to maximum accrual of 528 hours

10-15 Years of Service Full Time Employee PTO Accrual –

288 hours annually (11.07 hours per payroll) up to maximum accrual of 576 hours

15-20 Years of Service Full Time Employee PTO Accrual –

312 hours annually (12 hours per payroll) up to maximum accrual of 624 hours

20-25 Years of Service Full Time Employee PTO Accrual –

336 hours annually (12.92 hours per payroll) up to maximum accrual of 672 hours

25-30 Years of Service Full Time Employee PTO Accrual –

360 hours annually (13.84 hours per payroll) up to maximum accrual of 720 hours

Part Time Employee PTO Accrual – None

Earned Paid Sick Time Accrual

Full Time Employee Earned Paid Sick Time Accrual –

48 hours annually (1.84 hours per payroll) up to maximum accrual of 96 hours

Part Time Paid Employee Earned Paid Sick Time Accrual –

1 hour accrual for every 30 hours worked up to 40 hours annually with a maximum accrual of 80 hours

1046.3

Procedure: BRFD paid employees shall be granted use of PTO/earned paid sick time as follows

PTO Use

- Employees must submit a PTO request to the Fire Chief no less than 14 days prior to the requested date of PTO use

Blue Ridge Fire District

Policy Manual

PTO

- The Fire Chief will make every effort to approve PTO requests submitted no less than 14 days prior to the requested date of PTO use
- Any PTO request submitted less than 14 days prior to the requested date of PTO use shall be subject to disapproval at the discretion of the Fire Chief
- Any PTO request that conflicts with proper staffing of the district shall be subject to disapproval at the discretion of the Fire Chief
- If a PTO request is not approved by the Fire Chief, the employee submitting the PTO request is expected to be at work on the day requested