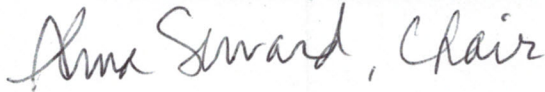
	Blue Ridge Fire District Policy and Procedure	General Order Number E309
Subject: Personal Time Off (PTO)/Earned Paid Sick Time	Effective Date: Oct. 20, 2017	Total Pages: 1
	Board Approval Date: Oct. 20, 2017	Replaces:
Application: BRFD Paid Employees	Signed into effect as authorized by the Board of Directors 	

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

Scope: This policy applies to all BRFD paid employees

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

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
- 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

Earned Paid Sick Time Use

Employees may use earned paid sick time for themselves or for family members under the following circumstances:

- Medical care or mental or physical illness, injury, or health condition
- A public health emergency (see ARS 23-373)
- Absence due to domestic violence, sexual violence, abuse, or stalking

A request to use earned paid sick time must be made to the Fire Chief orally, in writing, or by electronic means as soon as the employee is aware that he/she may need to use earned paid sick time (common courtesy would be the night before a shift begins) so that preparations can be made for proper staffing of the district.

Special Notes

When used, both PTO and earned paid sick time are paid out at the employee's normal hourly wage.

Upon separation from the district, any accrued PTO will be paid to the employee at 100% of the employee's hourly wage at the time of separation.