POLICY:
Personal Time Off (PTO) is provided to allow staff members an opportunity to complete personal activities during normal scheduled working days without utilizing other benefits or disrupting pay.

PROCEDURE:

Eligibility
All regular nine, ten, eleven and twelve month full-time staff members are eligible to participate in the Personal Time Off program. PTO is not available to part-time and temporary staff members.

PTO benefits are not considered in calculating overtime. In addition, if you are eligible for a holiday benefit while on PTO, the holiday benefit is paid rather than a PTO day.

Upon approval from your supervisor, PTO benefits can be used as a supplement when you exhaust other paid benefit programs (i.e. sick and vacation time off). When all VAC, PTO, or SIC original fiscal year balances have been exercised within a fiscal year, no additional benefits will be allowed during the fiscal year.

Benefit Level
All eligible staff members will be provided three (3) days (to a maximum of 24 hours) of personal time off per fiscal year (June 1st to May 31st). New staff members hired within the fiscal year will receive a pro-rated amount based upon the month hired. If start date is between:
- June 1 and August 20 - 3 days
- August 21 and November 20 - 2 days
- November 21 and February 20 - 1 day
- After February 20 - 0 days

Additional personal time will be provided at the beginning of the fiscal year in the following manner:

- Sick time not used in the prior fiscal year will be converted to personal time off in the following fiscal year at the rate of 50%, not to exceed 2 ½ days (to a maximum of 20 hours). This time must be used in the fiscal year provided and is not subject to carry-over of time. It also must be used while employed at Butler and cannot be paid out at termination.

Personal time off may be used in increments of one (1) hour for non-exempt staff and ½ day for exempt staff. PTO must be used in the fiscal year provided and may not be carried over into the next fiscal year.

Authorization and Scheduling
Whenever possible, personal time off should be scheduled in advance and must be approved by the supervisor.

Unused personal time off is not paid out at the time of termination.

Two Week Resignation Notice
If a staff member retires or resigns with the requested two week notice, the staff member is required to work the ten (10) days of notice. There will be no vacation, sick or personal-time-off approved during the two (2) week or ten (10) working days timeframe.