

SECTION _____ – LEAVE POLICIES

The city provides time off to eligible employees as a benefit. Employees should consistently and conscientiously account for their use of leave time. Directors have the discretion to determine when paid time off may be approved.

Paid Time Off ("PTO")

Paid time off, hereafter referred to as PTO, provides employees with a pool of accruable hours that can be used for all purposes. All regular full-time employees shall be entitled to accrue PTO as follows:

- At the beginning of employment, each regular full-time employee will accrue eight (8) hours of PTO per pay period at their regular rate of pay, with a maximum allowed accrual of 320 hours, based on the following:
 - Employees with less than 10 years of service will accrue eight hours per pay period.
 - Employees with 10-20 years of service will accrue 10 hours per pay period.
 - Employees with more than 20 years of service will accrue 12 hours per pay period.
- This accrual rate is assuming 80 hours is being paid per check for non-exempt employees and that a full 1/26th of annual salary is being paid per check for exempt employees; if less than these amounts are paid, there will be no accrual regardless of the number of hours paid. This means if an employee is paid for less than 80 hours for any reason in a pay period, they will receive no PTO accrual.
- Accrued PTO is credited each pay date. Paid PTO time will not be counted as hours worked for the purposes of calculating overtime wages for non-exempt employees. PTO leave must be accrued before it can be used, which means it cannot be used in the pay period in which it is accrued.
- PTO can be used in minimum of 15-minute increments.
- The maximum accrual for PTO is 320 hours. Once an employee's balance reaches 320 hours, all PTO accruals will stop. When an employee uses some PTO time and brings the balance below 320 hours, the accruals will resume.
- Employees are expected to manage and use their PTO balances accordingly. Supervisors are not obligated to approve PTO simply because an employee will be reaching the maximum accrual of 320 hours.
- The city administrator may waive the maximum allowed accrual limitation for an employee if the needs of the city preclude the taking of any PTO which would otherwise be lost because of this limitation. The amount of continuous PTO which can be granted to an employee in excess of eighteen (18) days must be approved by the city administrator.
- All employees, regardless of the reason for separation of employment (retirement, resignation, termination), will be paid out 100% of their PTO leave up to 160 hours. Any hours in excess of 160 will not be paid out. In the event of the death of an employee, compensation for any unused PTO shall be paid to the employee's designated beneficiary, or to his or her estate.

Use of PTO

The use of PTO is subject to pre-approval by the employee's supervisor. Every effort will be made to grant the employee's leave preference, consistent with the needs of the department.

Planned Absence

- Submit a detailed Leave Request form to your supervisor two (2) weeks in advance of any planned absence you are requesting off.

- If you are requesting two (2) full weeks of PTO, the request shall be made at least two (2) months in advance. The more you plan in advance, the better.
- According to the needs of the city, supervisors will make reasonable efforts to approve leave requests. Supervisors will determine if your work can be appropriately covered by others. Due to staffing needs, not all PTO requests will be approved.

Unplanned Absence

- The employee must personally call their supervisor as soon as possible in cases of an unexpected absence. Specifically, an employee shall call at least two (2) hours before the beginning of the shift and provide a reason or explanation satisfactory to the city for the unplanned absence and when they expect to return to work.
- If an employee is absent from work due to an unplanned sickness or injury for two (2) consecutive days or more, the employee must provide a medical certification from their health-care provider of their inability to attend work due to health-related reasons and are fit to return to work.
- An employee who is absent from work for three (3) consecutive days without notifying their supervisor or obtaining permission for such absence, will be considered to have voluntarily terminated their employment with the city.

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