**TRINITY INTERNATIONAL UNIVERSITY**

**TIU POLICY:**     **Paid Time Off Policy**

**TIU POLICY #:**     **P-308**

**STATUS:**         **Approved, April 2015**
                      **Updated, November 2015**

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## I.  PURPOSE:

Trinity International University provides Paid Time Off (PTO) to full-time staff members for vacation, personal or family illness, doctor appointments, volunteerism, and other activities of the employee's choice.

## II.  SCOPE:

This policy applies to all full-time staff members in Illinois and Florida.  California staff should refer to P-309.

## III. POLICY:

### A.  Accrual and Use of PTO

1.  Each full time staff member will accrue PTO bi-weekly based on the level appropriate to their position and length of service.

2.  The amount of PTO accrued resets at the start of the fiscal year on May 1. Up to five (5) days of unused PTO may be carried forward from one fiscal year to another in Illinois and Florida.

3.  In the first year of employment PTO levels are prorated based on employment date.

4.  In the year of an employee's termination, PTO levels are prorated based on the termination date.  At separation:

    a.  if a staff member has used more PTO time than was actually accrued, the hours used in excess will be deducted from the final paycheck.

    b.  if a staff member has accrued more PTO than was used, the excess PTO will be paid out in the final paycheck.

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5. PTO must be approved by a staff members' supervisor in advance and when possible should be taken during times that will not interfere with the operational needs of the department.

6. When requesting PTO, it is the staff member's responsibility to notify their supervisor in a timely manner.

7. Full time staff members who work in nine and ten-month positions will accrue PTO at the bi-weekly rate appropriate for their position and length of service only during months that they are working.

## B. PTO Exemption for Athletic Coaches

Due to the nature of their positions athletic coaches are allowed a schedule of reduced duties during the summer months. Because of the extended period of reduced duties PTO is not earned by athletic coaches. Specific dates and times of reduced duties are coordinated with the Athletic Director. Further details are covered in the annual Athletic Coach Employment Agreement.

## C. Earned PTO Levels

1. The number of hours earned in each bi-weekly payroll period depends upon whether the employee regularly works a 75 or 80 hour bi-weekly schedule.

2. The chart below represents annual PTO levels (in days) at the beginning of the year indicated:

|  | Year 1 | Year 6 |
|---|---|---|
| **Non-Director** | 18 | 24 |
|  |  |  |
|  | Year 1 | Year 6 |
| **Director** | 22 | 28 |
|  |  |  |
| **Senior Administrator** | **As Approved** |  |

## D. Inclement Weather

In the event of inclement weather, the University may delay opening, close early, or close for the day.  On these occasions, the RAVE system is used to notify employees of the late start or closing.

1. When the University has issued an inclement weather alert, full time employees:

a.  Reporting to work on these weather days will be paid for all scheduled hours regardless of hours actually worked for the day.

b.  Regularly scheduled to work will be paid their standard scheduled hours for the day.

c.  Scheduled for PTO will be paid for PTO, but not pay associated with the inclement weather.

d.  Who are nonexempt and required to report for work or to continue working through closing will receive time and a half for hours worked during their normal shift.  Any hours worked beyond the normal shift will be paid at time and a half their hourly rate through the end of the Special Closing.

2.  When the University has issued an inclement weather alert, part time employees are not expected to come to work, and only hours actually worked are paid.