

TRINITY INTERNATIONAL UNIVERSITY

TIU POLICY: Paid Time Off Policy

TIU POLICY #: P-309 (California)

STATUS: Approved, April 2015

I. PURPOSE:

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

II. SCOPE:

This policy applies only to full-time staff members located in California.

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. In accordance with California law, all PTO that an employee accrues remains with the employee until they use the time or separate from the University.
3. The employee continues to accrue PTO at the bi-weekly rate until the employee reaches the accrual limit at which point accrual ceases until the balance returns below the limit.
4. Accrual Limit: The accrual limit for each staff member is the equivalent of two years of PTO.
5. In the first year of employment PTO levels are prorated based on employment date.
6. 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.
7. 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.
 8. When requesting PTO, it is the staff member's responsibility to notify their supervisor in a timely manner.
 9. 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. Use of PST

In accordance with California law, all staff receive three days of PST each fiscal year. The days are available for use at the beginning of each fiscal year. The balance of PST will reset to the full three days at the beginning of each fiscal year.

C. Earned PTO and Sick 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:

	PTO / Sick	PTO / Sick
	Year 1	Year 6
Non-Director	15 / 3	21 / 3
	Year 1	Year 6
Director	19 / 3	25 / 3
Senior Administrator	As Approved	