



**ADDISON COUNTY**  
Economic Development Corporation  
*Great starts here.*

## **ACEDC POLICY**

### **PAID TIME OFF**

**(July 2022 Revision)**

**Purpose:** To express the policy of ACEDC regarding the provision and use of paid time off.

**Policy:** It is the policy of ACEDC that full-time, regular part-time, and flextime employees shall be offered the benefit of paid time off (PTO), paid at the same rate of the employee's compensation. PTO shall be separate and in addition to paid holidays, as listed in the Employee Handbook. The amount of PTO allowed for each employee shall be negotiated at the time of hire and approved by the Executive Committee but shall never be less than the amount required by Vermont Earned Sick Time law [one (1) hour for every 52 hours worked]. PTO may be used for the purposes allowed by the Vermont Sick Time Law and for vacation, personal leave, bereavement, jury duty, and other civic activities as approved by the Executive Director. Paid Time Off (PTO) provides employees with the flexibility to use your time off to meet your personal needs, while recognizing your individual responsibility to manage your paid time off. Any issues or circumstances not covered by this policy default to the requirements of the Vermont Earned Sick Time Law.

**Eligibility:** In accordance with the minimum requirements of Vermont's Sick Time Law, employees are eligible to receive PTO if you are a regular employee (not seasonal or contract) working an average of 18 or more hours per week.

**Waiting Period:** New employees shall work in an introductory status for the first ninety (90) calendar days after the effective date of hire. The Executive Director shall conduct at least one performance review during this period. During the waiting period, no notice is necessary for resignation or termination. PTO shall be banked as of the effective date of hire but may not be used until the waiting period concludes, except for emergency uses as approved by the Executive Director. Upon satisfactory completion of the waiting period, an employee is placed into regular employment status.

**PTO Banking:** The amount of PTO agreed to at the time of hiring shall be banked at the start of each fiscal year (July 1-June 30). If an employee is hired on a date other than June 30, the amount of PTO banked shall be prorated for the portion of the fiscal year remaining after the hire date. PTO shall be banked but shall not be used during the employee's waiting period, except for emergency uses as approved by the Executive Director.

**Unused PTO:** Unused PTO in the equivalent of average hours worked by the employee for a two-week period may carry over to the next fiscal year. Unused PTO may not be converted to cash.

**Allowed uses of PTO:** Per the Vermont Sick Time Law, employees may use PTO when the employee or employee's child, parent, grandparent, spouse, or parent-in-law is sick or injured. This includes an employee using PTO to help themselves or a family member to obtain health care, preventive care, or travel to an appointment related to their long-term care, or to address the effects of domestic violence, sexual assault, or

stalking. An employee may also use PTO to care for a family member because the school or business where the family member is located is closed for public health or safety reasons. Additionally, ACEDC allows employees to use PTO for vacation, personal leave, bereavement, jury duty, or other civic activities as approved by the Executive Director.

**Management and Recording of PTO:** Employees are responsible for managing their PTO. Use of PTO must be indicated by the employees on timesheets before the every-other Tuesday deadline to complete timesheets. It is important that employees plan ahead for how PTO will be used each year. This means developing a plan for taking your vacations, as well as doctor's appointments and personal business. It also means holding some time in "reserve" for the unexpected, such as emergencies and illnesses. The employees' biweekly notice of pay will inform employees of total PTO allowed, PTO utilized, and PTO remaining,

**Notice and Scheduling:** Employees must provide the Executive Director with reasonable advance notice of absences and obtain approval prior to using PTO. There may be occasions, such as sudden illness, when you cannot notify the Executive Director in advance. In those situations, you must inform the Executive Director of your circumstances as soon as possible.

**Payment of PTO Upon Voluntary Separation, Termination, or Closure of ACEDC:**

Compensation for banked but unused PTO hours upon voluntary separation or termination is conditional upon completing the employee's Waiting Period. That is, those employees who terminate employment while still in the Waiting Period status (first 90 days of employment) are not yet vested and, therefore, not eligible to receive payment of unused PTO. Employees that voluntarily separate or are terminated after their Waiting Period are vested in the PTO policy and shall receive payment for all banked and unused PTO hours in their final paycheck, up to a maximum of the equivalent of the average hours worked by the employee for a two-week period.

**Leave of Absence:** ACEDC is not subject to current Federal or Vermont Family and Medical Leave Laws or the Vermont Small Necessity Law due to the number of employees. However, a leave of absence, without pay, may be granted, in limited circumstances, for a definite time period to meet the personal or special needs of full- and part-time employees. Approval of leave will be arranged through the Executive Director and requires the approval of the Executive Committee. While on unpaid leave, benefits paid by ACEDC may continue at the discretion of the Executive Committee.

**Effective Date:** July 1, 2022

**Amended and Approved by the ACEDC Board of Directors:** August 18, 2022