

# FHPA

Florida Health Plan Administrators, L.L.C.

**Subject:** Paid Time Off  
**Policy Number:** 525  
**Effective Date:** June 5, 2006  
**Previous Version Date:** August 1, 2005, July 1, 2005, November 18, 2002  
**Applies To:** All Regular Full and Regular Part Time

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## Purpose

To detail the company's policy regarding Paid Time Off (PTO).

## Policy

The PTO policy allows employees to schedule time off with pay for vacation, illness and personal business. Each employee earns a specific amount of PTO each year and with a few restrictions, may use this time as they desire.

All regular full time employees and regular part time employees are eligible to receive PTO. For those employees working less than forty (40) hours a week, their PTO allowance will be prorated based on the percentage of time they normally work. Direct temporary employees are eligible to receive a pro-rated PTO benefit following one year of employment during which a minimum of 1,240 hours were worked. Temporary, PRN, Student and other employees working less than twenty (20) hours per week are not eligible for PTO.

PTO allotments for full time employees are as follows:

Non-Management Employees

<b>Length of Employment</b>	<b>Days Per Year</b>	<b>Hours Per Pay Period</b>
0 - 3 years	17	5.23
4 - 9 years	22	6.77
10 + years	25	7.69

Management Employees

*Management (Directors, Vice Presidents, Specialized Professional Staff\*)*

<b>Length of Employment</b>	<b>Days Per Year</b>	<b>Hours Per Pay Period</b>
0 - 3 years	22	6.77
3+ years	25	7.69

*Senior Management (Executive Vice Presidents, Senior Vice Presidents, Officers and President\*)*

<b>Length of Employment</b>	<b>Days Per Year</b>	<b>Hours Per Pay Period</b>
All	25	7.69

\* As identified by Human Resources.

### **Procedure**

On July 1<sup>st</sup> of each year, all employees will be given their annual PTO allotment. This allotment is based upon the employee's years employed with the company. For employees whose anniversary date would increase their allotment, the amounts are prorated from their anniversary date forward at the higher level.

Although PTO time accrues during the year, it is made available to employees on July 1<sup>st</sup> of the calendar year for their use. Should an employee terminate their employment during the calendar year and have used more PTO than would have accrued as of their termination date, the amount over and above their accrual will be deducted from their final check.

No additional PTO can be scheduled following resignation, except when the resignation notice period exceeds two (2) weeks.

Employees who are unable to utilize all of their PTO time prior to the end of the year, may roll over up to forty (40) hours of PTO to their PTO bank for use the following year. They may also roll up to forty (40) hours of their unused PTO into the Extended Illness Bank (see Policy #530). Carry over amounts cannot exceed forty (40) hours at any time.

For an employee to accrue their days for any given month, they must be active for at least half of the days in the month.

Employees hired during the first 15 days of the month will receive a PTO accrual for that month, those hired after the 15<sup>th</sup> of the month will receive their accrual beginning the following month.

All employees will request PTO time from their direct supervisor. Supervisors may deny staff leave requests to meet workload demands or because of other staffing needs.

Employees must request PTO time with reasonable advance notice in order to give their supervisor time to plan for the workload. Reasonable notice is defined as forty-eight (48) hours for absences of one (1) day or less, one (1) week for absences of two (2) or three (3) days and two (2) weeks for absences of longer than three (3) days.

Should two or more employees in the same department or location and/or job category request the same time off and because of staffing needs, the supervisor is unable to allow both employees the time off, the following is taken into consideration by the supervisor:

1. Business need;
2. Prior requests;
3. Timeliness of request;
4. Precedent (i.e. - who was granted time previously. This is particularly important during holiday periods. If the supervisor is unable to approve time off for all employees requesting, then employees who have not taken the holiday period during previous years should be allowed the opportunity to do so);
5. Seniority.

Please note, team cooperation in scheduling of PTO time, especially during holiday periods is needed.

Supervisors may require employees to utilize the Leave Request Form (Available in the Forms section) for requesting time off.

Supervisors are responsible for responding to an employee's request for leave within 5 business days and for monitoring employee leave balances.

PTO may be taken in one-hour increments.

Employees are not eligible for PTO leave payments at termination for any reason unless it is mandated by state law.

Supervisors should indicate on the Personnel Action Notice for Termination that PTO pay should be paid.

Pay in lieu of PTO is not allowed. Any negative PTO balance on June 30 will be deducted from the employee's pay.

All PTO time must be used prior to requesting leave without pay.

All employees must document their PTO taken on their time sheet or leave report as applicable.