

Title:	Paid Time Off (PTO)	Effective Date:	06/19/2017
Author:	Camille Tanner	Last Review Date:	06/23/2021
Location:	All Locations	Last Revision Date:	10/29/2020
Functional Area:	Human Resources		

POLICY

Paid time off is a benefit for all full time Liberty employees working more than 30 hours per week. Its purpose is to give employees an opportunity to rest and relax and thank them for their hard work. Managing PTO balances are the responsibility of both the employee and the manager. This policy will present guidelines to help in managing this time, so employees enjoy this benefit and the organization continues to perform to maximum level during employees' time away.

PROCEDURE

PTO amounts are listed in the Liberty employment agreement. PTO begins to accrue when an employee begins to work. Employees are instructed to only take PTO after it has been accrued. However, there may be special circumstances when an employee may need to take time before it is accrued. The decision to allow this to occur lies with the manager. It is the manager's responsibility to keep track of their employees' PTO balances and as a rule of thumb should try to keep the negative balance under 40 hours.

Liberty's PTO policy is "use it or lose it" (with the exception of those employees working states that prohibit this practice). Circumstances may arise where it is not possible for employees to take all of their PTO balance during the year. To avoid penalizing employees, Liberty has built an automatic 40-hour carryover feature into the next year in order to accommodate these circumstances. If an employee has more than 40 hours left at the end of their anniversary year, and there is extenuating circumstance as to why this balance exceeds 40 hours, the employee and manager should follow the process outlined below to make a request for the employee to retain the full amount of their PTO balance.

A Request to Carry Over PTO form can be found on Employee Self Service under the Accounting & Payroll section of Frequently Used Forms. The employee should complete the form and submit it to the manager for signature and forwarding on to the Payroll Department. The Payroll Department will verify the amount being requested and submit the form to the Controller for approval. If the request results in a negative impact on the respective contract budget, the Contract Manager must obtain the President's approval. All Corporate employee requests for carry over of PTO in excess of the automatic 40 hours requires the approval of the President.

Approved By: _____

Revision History

Version	Date	Author	Summary of Changes
#1	06/19/2017	Camille Tanner	Policy Created
#2	10/29/2020	Camille Tanner	Policy reviewed with the following changes: replaced VPO with Contract Manager
#3	06/23/2021	Camille Tanner	Policy reviewed; no changes