



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Human Resources Standards of Practice

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| Standards of Practice: Section 5.02 | Issue Date: 5/22/2024 New <input checked="" type="checkbox"/> Revised <input type="checkbox"/> Supersedes Policy Dated: 11/16/2021 |
| Title: Paid Time Off | Approved By Effingham County Board of Commissioners: 5/21/2024 |
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5.02 –PAID TIME OFF

A. STANDARD

The county policy is that all full-time, regular employees be provided time for rest and relaxation. For this reason, employees are encouraged to take their full allotment of Paid Time Off each year as provided under this policy.

B. ELIGIBILITY

All full-time, regular employees earn Paid Time Off bi-weekly, in proportion to the length of continuous employment. After completion of one month of employment, Paid Time Off is accrued as follows:

| <u>Years of Service</u> | <u>Rate of Accrual / Days Accrued</u> |
|--------------------------|--|
| One month - 2 years | 4.0 hours pay period/104 hours annually. |
| Two years - 6 years | 5.85 hours pay period/152.10 hours annually. |
| Six years – 11 years | 7.08 hours pay period/184.08 hours annually. |
| Eleven years - 16 years | 8.0 hours pay period/208 hours annually. |
| Sixteen years – 20 years | 8.92 hours pay period/231.92 hours annually. |
| Twenty years and over | 10.15 hours pay period/263.9 hours annually. |

C. PAID TIME OFF ENTITLEMENT

Employees can use accrued Paid Time Off after one month of continuous service.

D. PROCEDURE

Employees will use Paycor to request time off. The department head is responsible for approving or rejecting the request for Paid Time Off through Paycor.



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1. If an employee does not report for work because of an illness, the employee must notify their department head as soon as possible on that date. Failure to call in may result in disciplinary action, including termination.
2. A physician's statement may be required for absences of three or more consecutive days.

E. PAID TIME OFF CARRYOVER

1. Full-time, regular employees with less than 12 months of continuous employment with the County may carry forward any unused Paid Time Off once only.
2. Full-time, regular employees with more than 12 months of continuous employment with the County must take at least 40 hours of Paid Time Off annually.
3. Any employee who has leave available after taking the required minimum may cash in leave for pay during the time frame designated by the Human Resources Department.
4. Paid Time Off may be accumulated and carried over to the next year provided that the maximum accrued leave does not exceed 60 days or 480 hours and the employee has taken at least 40 hours of Paid Time Off. At the end of each year, Paid Time Off hours above 480 will be forfeited.

F. HOLIDAYS FALLING DURING PAID TIME OFF

When a regularly scheduled holiday occurs during an employee's leave period, an additional day of Paid Time Off may be granted (the holiday is not charged to Paid Time Off).

G. BEREAVEMENT LEAVE / FUNERAL LEAVE ENTITLEMENT

All full-time and part-time regular employees who work a minimum of 30 hours per week are eligible for up to five days off for a death in the employee's immediate family (spouse, parent, sibling, child, stepchild, in-laws, stepparent, grandparent, or grandchild).



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1. Five days or forty (40) hours will be paid as Administrative Leave and will not be deducted from the employee's Paid Time Off balance. Any time over five days or forty (40) hours will be charged against the employee's Paid Time Off balance or may be taken as Leave Without Pay. The five days or forty (40) hours are on a per-incident basis.
2. This benefit does not apply if death in the immediate family occurs while the employee is on a leave of absence or absent for any other reason.
3. Additional time off or time off for other funerals will be considered individually. If additional time off is granted, it may be treated as personal time without pay or charged to Paid Time Off.
4. Time off granted by this policy shall not be credited as time worked to calculate overtime.

H. PAID TIME OFF ENTITLEMENT UPON TERMINATION

1. All full-time, regular employees who resign will receive payment for any earned Paid Time Off.
2. Employees who resign or are terminated before the end of their training period will not be paid accrued Paid Time Off.

I. BLOOD DONATION LEAVE

Employees who successfully donate blood will be given two (2) hours of Blood Leave. To receive the Leave, the employee must turn in the form provided to them from the blood donation facility/bus to the Human Resources Office. The Blood Leave you earned will show on your pay stub as a separate leave category and can be used anytime.

J. LEAVE DONATION BANK

A Leave Donation Bank will be established for employees without Paid Time Off, available for specified events. Neither donors nor recipients of the leave will be identified. Leave cannot be donated to a specific person and will not be returned to the donor once it has been donated.



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1. Receiving donated leave is limited to employees on an approved and documented medical leave of absence or approved by the HR Director and County Manager.
2. The maximum amount of leave that may be donated to an employee is eighty (80) hours.
3. The employee should request donations when they have exhausted or will exhaust all accumulated Paid Time Off. Employees requesting leave from the leave bank must submit a Request for Donated Leave Form to the Human Resources Office. Human Resources will credit the applicable Paid Time Off to the requesting employee's leave account.
4. Employees electing to donate hours to the Leave Donation Bank must complete a Leave Donation Form. The completed Leave Donation Form must be returned to the Human Resources Office. Human Resources will make the applicable deduction of Paid Time Off from the donating employee's account and credit to the Leave Donation Bank.
5. Human Resources will create and maintain the Leave Donation Bank.

K. Volunteer Paid Time Off (VPTO)

Volunteer Paid Time Off (VPTO) supports and encourages employees to volunteer and contribute to their communities. It aligns with the County's values of civic engagement and social responsibility.

1. Each employee is entitled to two days (16 hours) of paid time off annually to volunteer at a 501(c)(3) non-profit organization. This benefit intends to allow employees to impact the community positively without financial penalty.
2. All full-time employees are eligible for VPTO upon the commencement of their employment.



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3. Employees must volunteer with a 501(c)(3) non-profit organization pre-approved by the County.

4. A list of approved organizations will be provided, and employees can request the addition of new organizations by submitting relevant documentation proving the organization's non-profit status for review and approval.

Procedures:

1. **Requesting VPTO:**
 - o Employees must submit a VPTO Request Form at least two weeks before the planned volunteer date.
 - o The form must include the organization's name, volunteer date(s), and a brief description of the planned activities.
 - o Approval must be obtained from the employee's direct supervisor and the HR department to ensure proper staffing during the employee's absence.
2. **Documentation:**
 - o Post-volunteering, employees must submit a Volunteer Verification Form with a signature from a non-profit representative confirming the employee's volunteer hours.
 - o This form must be submitted to HR within one week following the volunteer date to receive paid time off.
3. **Scheduling VPTO:**
 - o VPTO should be scheduled at a time that minimizes impact on business operations.
 - o Employees are encouraged to coordinate with their supervisors and departments to ensure proper coverage during their absence.

Restrictions:

- VPTO cannot be carried over to the following calendar year.
- Unused VPTO will not be paid out upon termination or resignation.



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Administration: The HR department will administer this policy and maintain records of all VPTO requests and completions. HR will also conduct annual policy reviews to ensure its effectiveness and relevance.

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