

**Sec. 62-105. Paid Time Off (PTO) Bank - Part Time Employees**

Part-time employees, who work 16 or more hours a week, except part-time sworn police officers and paid-on-call firefighters, shall be eligible for paid time off (PTO) as described in this section.

a.) This policy is in effect for all part-time employees as described above.

b.) No PTO shall be available until the completion of the first anniversary of consecutive regular part-time employment.

b.) Employees requesting to use PTO for a planned absence are required to request PTO from their supervisor as far in advance of the dates requested as practicable, in accordance with Vacation Policy section of the Personnel Policy as applies to full-time employees. All requests shall be tentatively approved by the department head, subject to final approval of the village manager.

c.) Employees who need to use PTO for an unplanned absence, need to give notification to the supervisor at least 30 minutes before the start of their shift. Employees are required to give their supervisor the reason for the unplanned absence, such as illness of themselves, their spouse, or any member of their immediate household. Use of PTO for illness is not to be abused by the employee and excessive absenteeism will not be tolerated. The Village reserves the right to require the employee to verify illness of themselves, their spouse, or any member of their immediate household via a healthcare provider's note or any other communication deemed appropriate by the Village.

d.) Unused PTO from the current year shall be paid to the employee at the time of separation from village service, whether such separation is voluntary or involuntary.

e.) PTO shall not be advanced. PTO awarded in one year shall not carry over to the next anniversary year.

e.) Part-time regular employees will be awarded PTO according to the following schedule:

2 weeks (proportionate to hours worked the previous year) after 1 year consecutive service.

3 weeks (proportionate to hours worked the previous year) after 5 years consecutive service.