Paid Time Off Policy (PTO)

POLD Approved Date: (2/2025)

Introduction

The Port Orford Public Library is committed to helping staff members achieve work-life harmony and recognizes the importance of time spent away from the library for rest, recreation, and personal activities. Therefore, the library provides PTO to eligible staff members and will attempt to grant all staff Time Off requests when they desire to take it.

Additionally, the library must maintain adequate staffing when open and serving the public. Therefore, time off must be scheduled in advance and approved by the staff member's immediate supervisor.

Eligibility

The library provides PTO to all regular full-time and regular part-time staff members who consistently work at least 20 hours per week.

PTO Rates

The library awards PTO based on a forty (40) hour workweek assuming eight (8) hours worked per day for five (5) days per week.

Eligible staff members in their first calendar year of service are awarded the following number of days/hours to be used in that calendar year based on their start of service date. See the start of service award rates for full-time, non-exempt, and full-time, exempt staff below:

Voluntary transfer of PTO Hours

One staff member may transfer accrued **Paid Time Off (PTO)** to another staff member provided that the receiving employee qualifies for and been approved to take leave under **Paid Leave Oregon (PLO)** or the **Family and Medical Leave Act (FMLA)**, and has exhausted or is about to exhaust all of their own available PTO balances, or the length of leave cannot be covered by their PTO balance. The donating staff member may contribute up to a maximum of half (50%) of their currently available PTO hours, while retaining the remaining balance for their own personal use. This transfer requires a formal written request submitted to the Director, specifying the exact number of hours to be donated, and is contingent upon the receiving employee maintaining active status and both staff members complying with internal administrative approval guidelines.

Full-time, non-exempt (hourly) staff

Start of Service Date	PTO Awarded
January 1 – March 31	10 days / 80 hours
April 1 – June 30	7 days / 56 hours
July 1 – September 30	5 days / 40 hours
October 1 – December 31	3 days / 24 hours

Full-time, exempt (salaried) staff

Start of Service Date	PTO Awarded
January 1 – March 31	20 days / 160 hours
April 1 – June 30	15 days / 120 hours
July 1 – September 30	10 days / 80 hours
October 1 – December 31	5 days / 40 hours

Eligible staff members in their second and all subsequent calendar years are awarded PTO hours annually on January 1. See the award rates for full-time, non-exempt and full-time, exempt staff below:

Full-time, non-exempt (hourly) staff

Length of Service Completed	PTO Awarded on January 1
Year 1 - 3	12 days / 96 hours
Year 4 - 5	15 days / 120 hours
Year 6 - 7	18 days / 144 hours
Year 8 - 9	21 days / 168 hours
10+ years	25 days / 200 hours

Full-time, exempt (salaried) staff

Length of Service Completed	PTO Awarded on January 1
Year 1 - 3	20 days / 160 hours
Year 4 - 5	22 days / 176 hours
Year 6 - 7	23 days / 184 hours
Year 8 - 9	24 days / 192 hours
10+ years	25 days / 200 hours

Part-Time Proration

Part-time staff members who work at least 20 hours per week consistently are eligible for a prorated PTO award amount, depending on the number of hours budgeted to work per week.

For example, a part-time, non-exempt, hourly staff member with two years of service budgeted for 20 hours per week is eligible for the percentage (50%) of what a full-time, 40-hour staff member is eligible for per year. In this example, the part-time staff member would be awarded 48 hours of PTO on January 1 (50% of 96 hours of PTO for a full-time, non-exempt staff member).

The total budgeted weekly hours factor into proration. The scheduled number of days worked per week and the scheduled hours per day worked are not factors determining the prorated PTO allowance.

Scheduling

Staff members may use their PTO at any point during the calendar year. PTO may only be used in 1-hour increments. Planned time off should be requested with at least 2 weeks' notice. Unplanned PTO will be approved on a case-by-case basis. Any unplanned use of PTO that lasts longer than 3 days may be required to provide documentation of the employee's fitness to work. It is each staff member's responsibility to:

1. Obtain their immediate supervisor's approval in advance
2. Schedule their time away from the library in advance
3. Use their annually awarded amount of hours throughout the calendar year

Note: There is no limit on the number of hours of PTO an employee may take at one time as long as it does not affect the normal operation of the library.

PTO hours do not roll over at the end of the year and do not qualify for a payout if an employee leaves employment or chooses not to use their allotted hours.