

Effective: 7/1/2020

Paid Time Off Policy

	Salary	Hourly	Part-time
0-3 years of service	3 weeks (120 hours) Accrual Rate per hour worked 0.061	2 weeks (80 hours) Accrual Rate per hour worked 0.040	N/A
4-7 years of service	4 weeks (160 hrs) Accrual Rate per hour worked 0.083	3 weeks (120 hours) Accrual Rate per hour worked 0.061	N/A
8+ years of service	5 weeks (180 hrs) Accrual Rate per hour worked 0.094	4 weeks (160 hrs) Accrual Rate per hour worked 0.083	N/A

- Paid Time Off (PTO) includes Vacation Pay, Personal Time, Bereavement, and Sick Pay.
- PTO hours are available for use after 90 days of employment.
- PTO (in hours) will accrue based on hours worked according to the above chart.
- Maximum of 80 hours of PTO can be rolled over to the next year.
- An employee can accrue a maximum of 180 PTO hours. Should the employee reach the maximum amount of hours that employee will not accrue additional hours.
- If employment is terminated by an employee or employer for cause or no cause, all accrued PTO hours will be paid out to the employee.
- Orthodontic Experts reserves the right to deny any PTO request, should the request place the practice in hardship.
- PTO requests should be made at least 2 weeks in advance if the request is less than 2 consecutive days. If the team member would like to utilize more than 3 consecutive days at least 1 month notice must be provided. All requests must be made through the Paylocity system.
- PTO must be used in 4 hour or 8 hour increments.
- If requesting 4 hours of PTO an employee may be scheduled to work a 4 hour shift.
- Part time team members that are changed to full time status will begin accruing PTO hours immediately, if they have been employed 90 days or more.
- Full time team members that transition to part time will no longer accrue PTO hours, but will be eligible to use any accrued PTO hours.
- Part time employees will not receive any PTO.
- In order for a Team Member to accrue PTO the team member is required to work full time hours.