

MACOMB COUNTY HUMAN RESOURCES POLICY

PAID TIME OFF

The purpose of Paid Time Off (PTO) is to provide employees with flexible paid time off from work that shall be used for such employee needs as vacation, personal business and other activities, without disrupting the operations of the department. Paid Time Off (PTO) shall also be used for employee absences incurred from inclement weather.

Full-time employees, except for participants in the Deferred Retirement Option Plan (DROP), shall be entitled to accrue Paid Time Off according to the schedule listed below:

<u>Years of Consecutive Service Completed</u>	<u>Up to an Annual Maximum of</u>
Less than 5	15 days
5	20 days
10	21 days
13	24 days
20	25 days
21	26 days
22	27 days
23	28 days
24	29 days
25	30 days

Paid Time Off shall accrue to a maximum of thirty (30) work days.

Paid Time Off shall be available for use upon accrual.

Full-time employees, except for participants in the DROP, shall be entitled to accumulate Paid Time Off, as above, for each fully paid two (2) week period of service. Paid Time Off shall accumulate only on hours paid.

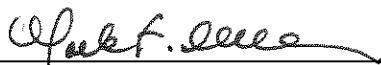
Upon termination of employment, an employee shall be compensated for his/her accrued Paid Time Off at the rate of pay the full-time employee was receiving at the time of termination.

Paid Time Off schedules and usage for full-time employees of all departments shall be developed by each Elected Official/Department Head and must have their approval.

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Full-time employees, including participants in the Deferred Retirement Option Plan (DROP), may request Paid Time Off conversion to cash payment of up to forty (40) hours per conversion, maximum of eighty (80) hours per year. Employees requesting Paid Time Off conversion must have a minimum of one hundred twenty (120) hours of Paid Time Off to be eligible for the conversion. The requested Paid Time Off conversion(s) must be submitted by February 1 with the cash payment to be made in March in a regular paycheck with normal deductions and August 1 with the cash payment to be made in September in a regular paycheck with normal deductions.



Office of County Executive

Approved: July 8, 2014
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