

**Topic:** PTO (Paid Time Off) policies

**List Serve Question:** Do any of the Coalitions provide PTO instead of paid sick and paid vacation time? If so, what are the accrual policies and other relevant policies?

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| Coalition  | Yes or NoPTO policy | Additional details |
| Alaska | Yes | Year 1                    2 days per monthYear 2                    2.5 days per monthYear 3                    3 days per monthWe also provide different types of leave and offer 13 paid holidays per year. Leave is prorated for those who do not work full-time (37.5 hours per week).   Employees are eligible to cash out two weeks of leave per year, and can carry 240 hours of PTO into the new fiscal year. |
| American Samoa | Yes | American Samoa has changed to PTO with hours accrued based on years of employment. Years 1-2 can accrue 4, 3-5 can accrue 6, 5+ can accrue up to 8 hours. They can carry over up to 80. This is along with 13 holidays.  |
| Arizona | Yes | The PTO accrued is on the scale below; you can carry over 40 hours into the next year.  Length of Service  Hrs Per Year   Days per Year Equivalent0-3 years                                         248                                                     313.1– 5 years                                      264                                                     335.1 – 10 years                                  280                                                     3510 + years                                         320                                                     140 |
| Connecticut | Yes | 36 PTO days per year11.08 per pay period which is almost 3 days per month. |
| Delaware | Yes | DCADV has PTO and Vacation leave.**PTO** – for illness or personal business; full-time staff accrue 1 PTO day per month from date of hire; Part-time accrue a pro-rata amount.  New employees eligible to use accrued time after 60-days.  PTO can be used in increments of one hour.  Unused PTO is carried forward each calendar year, but unused PTO is not transferred to a monetary equivalent when leaving the agency.**Vacation** – first year: 2 weeks; 1 to 4 years 3 weeks, 4 to 10 years 4 weeks, more than 10 years 5 weeks.  Employees accrue from date of hire.  New employees eligible to take accrued vacation after 90-days. |
| Georgia | No |  |
| Guam | Yes | Staff accrue five hours every two-week pay period (120 hrs). If staff have been employed full-time with the Coalition for at least five years, staff accrues 6.6 hours per pay period (158 hours). |
| Illinois | No |  |
| Indiana | Yes | Indiana has one category of PTO; the number of hours an employee receives is based upon years of service.  For example, 1-4 years gets 150 hours of leave annually, based upon 37.5 hour work week.  An employee can rollover 75 hours (2 weeks) of leave to the next year.  If there is a balance greater than the 75 hours, then it becomes "sick leave" that they can accumulate for use if they are sick, sabbatical or to donate to other employees if they need sick leave.  |
| Iowa  | No |  |
| Kansas | No |  |
| Kentucky | No |  |
| Maine | No |  |
| Massachusetts | No |  |
| Missouri | Yes | We have PTO and sick. Sick is earned 8 hours a month up to 280 hours. PTO is awarded and is on a scale from 1 week your first year up to a max of 4.5 weeks at 5 years. |
| Montana | No |  |
| Nebraska | No |  |
| Nevada | No |  |
| New Hampshire | No |  |
| New York | No |  |
| North Carolina | No |  |
| Ohio | Yes | Ohio uses PTO. PTO first year 20 days, 1 to 3 years, 26 days, 3 to 10 years 31 days, 10 or more 36 days;This does not include holidays or bereavement. 5 days for family, 1 day everyone else, the 5 days can also be used for serious illness of immediate family, as example an employee just had a baby in the NICU for a week)  |
| Oregon | Yes |  |
| Rhode Island | No |  |
| Virginia | No but… | We have a category called “circle of life leave” for things that don’t fit in our current sick or vacation leave. |
| Washington | No |  |
| West Virginia | No |  |
| Wisconsin | No |  |

Comments/notes from the list serve responses:

A financial consideration is that some states require accrued vacation time to be paid out upon termination of employment.  Many states that use PTO are obligated to pay the entire PTO to be paid out.

The concept of PTO is to reduce the administrative time and challenges of trying to manage and confirm/legitimize leaves including sick time. Especially with ADA and other laws that complicate the matter. As such, PTO was designed to lump all leave time into a pool, that the employee has and manages themselves. When exhausted the employer them simply manages attendance issues/unexcused absences. You should have sick days rolled up into PTO. The only leave time you do not roll up would be Funeral Leave and Holidays.

This information was self reported by Coalitions through the NNEDV list serve in February 2018.