

PAID TIME OFF

SUMMARY

The University provides a Paid Time Off (PTO) Program for the purpose of providing staff with the opportunity to take time away from work without loss of compensation. The PTO Program is an inclusive time off program intended for use in connection with vacations, short-term injuries and illnesses (non-work related) of five (5) days or less, personal business, family care, and other needs which may require time off from work. The PTO Program combines vacation, sick, and personal leave, and must serve all these purposes. While a reasonable amount of paid time off should be taken annually by each employee, the timing and duration of successive days of paid time off is subject to satisfactory arrangements having been made for work to be continued in the employee's absence. A significant portion of the employee's allotted days should be viewed and taken as necessary for unexpected circumstances and illnesses, and while an employee may take the entire allotment for any one of the purposes, the circumstances under which they are taken will be considered with respect to job performance. Eligible staff accrue PTO hours based on their job classification, appointment effort (FTE) or hours scheduled each pay period (non-exempt employees), and years of service in accordance with an accrual schedule outlined in this policy. The PTO Program does not include paid time off for holidays. This policy covers the PTO program for the Wake Forest University (WFU) Staff, the Graylyn Conference Center Staff, the Reynolda House and Museum Staff and the ZSR Librarians.

- For Student Health Service accrual rates, please see Student Health Service PTO policy.

ELIGIBILITY

All full-time and part-time staff regularly scheduled to work 1000 hours or more per year are eligible for PTO. Staff who are scheduled to work less than 1000 hours per year are not eligible for PTO.

PTO GUIDELINES

PTO Scheduling –

To the extent possible, PTO is to be requested and approved by the supervisor in advance.

Supervisors are responsible for scheduling/tracking PTO in a manner that balances the operational and service delivery needs of the department (work unit) with the time off preferences of the staff. The University reserves the right to deny PTO requests which may have an adverse effect on its operations or cancel previously approved PTO requests if unexpected circumstances arise which require the staff's attendance at work.

In the event of illness or emergency preventing the staff from requesting PTO in advance, the staff is to notify the supervisor no later than the start of the workday (unless the situation makes

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this impossible) and explain the need for unscheduled time off.

PTO Reporting

Non-exempt: Staff are required to report PTO hours taken during each pay period by recording the PTO hours through the University's time keeping system. PTO hours taken will be charged against the employee's PTO account at the conclusion of the pay period during which it was taken.

Exempt: Staff are required to track PTO hours using the University's leave management system. The supervisor will receive a notification of the request in the system.

Excused Absence Without Pay in Lieu of PTO – Staff carrying PTO balances may not opt to take excused absences without pay in lieu of PTO for purposes of saving accrued PTO time. Employees with insufficient PTO balances to cover requested periods of time off may be granted excused time off without pay at the discretion of the supervisor.

The PTO accrual schedules for all WFU staff (including Reynolda House Staff), Graylyn Conference Center Staff and ZSR Librarians are shown on pages 5-9.

Exempt Staff Accruals

Exempt staff can draw against their projected annual PTO for the current calendar year.

Those exempt staff beginning employment between the 1st and the 14th day of a given month will receive a full accrual for that month, whereas those employees beginning employment on the 15th day of a given month or thereafter will receive 50% accrual for that month. Conversely, those exempt staff terminating employment between the 1st and the 14th day of a given month will receive 50% accrual for that month, whereas those employees terminating employment on the 15th day of a given month or thereafter will receive a full accrual for that month. This same standard will be applied for those exempt staff beginning or returning from leaves of absence or any other status not subject to PTO accrual.

Fellows/Fellowships

Wake Forest Fellows and/or staff hired into Fellow positions on or after July 1, 2017 are eligible for two weeks of PTO to use during the year of their contract. Unused hours will not be paid out at the end of the appointment.

Non-Exempt Accruals

Non-exempt staff earn PTO each pay period based on scheduled hours up to the annual limit. Non-exempt staff can borrow up to four weeks of projected PTO accrual amounts.

Non-exempt staff will earn PTO for hours paid when absent from work in connection with: PTO, holidays, paid leave of absence, paid administrative leave, salary continuation for short-term

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disability, bereavement leave, and civil leave. Staff will not earn PTO when absent from work in connection with: excused or unexcused absences without pay including unpaid leaves of absence, or workers' compensation leaves.

Annual accrual rates are to increase on the day of the achievement of the applicable service milestone.

PTO ACCOUNT BALANCE AND CARRY FORWARD LIMITS

Limits are imposed on the amount of PTO that can be maintained as a balance and on the amount of PTO that can be carried forward from one calendar year to the next. Current PTO account balances may not exceed one and one-half (1.5) times the staff members' annual accrual rate. At the end of each calendar year, unused account balances up to the staff carry forward limit will be carried forward to the next calendar year. The carry forward limit is equal to one-half of the employee's annual accrual.

Exempt staff are required to record PTO in the University's leave management system. Ongoing staff who choose not to do so, and have the maximum accrued balance on December 31, will forfeit their carry forward balance into the coming calendar year and will begin the calendar year with only the accrual amount based on their years of service and scheduled hours. New staff hired between October 1 and December 31 are excluded.

New Hires: The carry forward limit is based on one-half of the employee's scheduled annual amount.

Exempt and non-exempt staff whose PTO current account balances exceed their carry forward limit at the end of the calendar year will forfeit all hours in excess of this limit. Therefore, all staff should take care to ensure that PTO hours in excess of their carry forward limits are exhausted by the end of the calendar year to avoid forfeiture of PTO.

SEPARATION FROM UNIVERSITY EMPLOYMENT

Effective January 1, 2015, the university will not provide a PTO payout for any voluntary resignations or involuntary terminations except for position eliminations and retirement.

Staff may draw against future balances with the stipulation that any PTO taken but not earned prior to separation may be deducted from the employee's last paycheck.

Staff members may resign from the University at any time. The staff member should provide the reason(s) for leaving University employment and indicate the last day of work. Exempt staff members are expected to provide at least four (4) weeks advance working notice, and non-exempt staff members are expected to provide at least two (2) weeks advance working notice.

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Per Dean/Department Head approval, PTO may be requested during the notice period as long as the required four or two week notice period is worked. This may not be used as a means of PTO payout.

Staff members that experience a reduction in force or position elimination are eligible for a PTO payout for any PTO earned but not taken, up to the PTO payout limits noted in the appropriate schedule.

Retirees are eligible for a PTO payout for any PTO earned but not taken. The PTO payout will be in the final paycheck.

GRANDFATHER CLAUSE

On January 1, 2002, the PTO Program superseded the vacation, sick, and personal leave programs previously in effect at the University. At the time of conversion, those staff members carrying accrued sick leave balances (not to exceed the annual carry over limits) are permitted to carry forward those hours in a separate sick leave account, called Sick Leave Reserve (SLR), to be used for personal illness, time required for medical treatments and care, or family illness. Sick leave may also be used to supplement Short Term Disability and Worker's Compensation. Once Sick Leave Reserve hours are exhausted, they will not be replenished. Sick Leave Reserve Balances will not be paid out upon termination of employment.

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Wake Forest University PTO Schedule

WFU Exempt PTO Accrual Schedule

| Years of Service | Weeks per Year | Days per Year | Annual Accrual if Budgeted for 1950 Hours | Annual Accrual if Budgeted for 2080 Hours |
|---|-----------------------|----------------------|--|--|
| Less than 5 years | Five (5) weeks | 25 Days | 187.5 hours | 200 hours |
| 5 years or more, but less than 10 years | Six (6) weeks | 30 Days | 225.0 hours | 240 hours |
| 10 or more years | Seven (7) weeks | 35 Days | 262.5 hours | 280 hours |

Note: Senior Academic and Administrative Officers receive seven weeks of PTO regardless of years of service.

WFU Exempt PTO Account Balances and Carry Forward Limits

| Years of Service | Account Limit if Scheduled for 1950 Hours | Carry Forward Limit if Scheduled for 1950 Hours | Account Limit if Budgeted for 2080 Hours | Carry Forward Limit if Budgeted for 2080 Hours |
|---|--|--|---|---|
| Less than 5 years | 281.25 hours | 93.75 hours | 300 hours | 100 hours |
| 5 years or more, but less than 10 years | 337.5 hours | 112.50 hours | 360 hours | 120 hours |
| 10 years or more | 393.75 hours | 131.25 hours | 420 hours | 140 hours |

New Hires: The carry forward limit is based on one-half of the employee's scheduled annual amount.

WFU Exempt PTO Payout Limits (Position Eliminations Only)

| Years of Service | Payout Limit |
|---|---------------------|
| Less than 5 years | 100 hours |
| 5 years or more, but less than 10 years | 120 hours |
| 10 years or more | 140 hours |

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WFU Non-Exempt PTO Accrual Schedule (Full-Time and Eligible Part-Time)

| Years of Service | Hourly Accrual | Annual Accrual if Scheduled for 1950 Hours | Annual Accrual if Scheduled for 2080 Hours |
|--|-----------------------|---|---|
| Less than 3 years | .0769 Hours | 150.0 Hours | 160.0 Hours |
| 3 years or more, but less than 10 years | .0962 Hours | 187.5 Hours | 200.00 |
| 10 Years or more, but less than 20 years | .1154 Hours | 225 Hours | 240 Hours |
| 20 or more years | .1346 Hours | 262.5 Hours | 280 Hours |

WFU Non-Exempt PTO Account Balances and Carry Forward Limits

| Years of Service | Account Limit if Scheduled for 1950 Hours | Carry Forward Limit if Scheduled for 1950 Hours | Account Limit if Budgeted for 2080 Hours | Carry Forward Limit if Budgeted for 2080 Hours |
|--|--|--|---|---|
| Less than 3 years | 225 hours | 75 hours | 240 hours | 80 hours |
| 3 years or more, but less than 10 years | 281.25 hours | 93.75 hours | 300 hours | 100 hours |
| 10 Years or more, but less than 20 years | 337.50 hours | 112.50 hours | 360 hours | 120 hours |
| 20 or more years | 393.75 hours | 131.25 | 420 hours | 140 hours |

WFU Non-Exempt PTO Payout Limits (Position Eliminations Only)

| Years of Service | Payout Limit |
|--|---------------------|
| Less than 3 years | 80 hours |
| 3 years or more, but less than 10 years | 100 hours |
| 10 Years or more, but less than 20 years | 120 hours |
| 20 or more years | 140 hours |

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Graylyn Conference Center PTO Schedule

Graylyn Exempt Accrual Schedule:

| Years of Service | Weeks per Year | Days per Year | Annual Accrual if Budgeted for 1950 Hours | Annual Accrual if Budgeted for 2080 Hours |
|---|-----------------------|----------------------|--|--|
| Less than 5 years | Five (5) weeks | 25 Days | 187.5 hours | 200 hours |
| 5 years or more, but less than 10 years | Six (6) weeks | 30 Days | 225.0 hours | 240 hours |
| 10 or more years | Seven (7) weeks | 35 Days | 262.5 hours | 280 hours |

Graylyn Exempt PTO Carry Forward Limits

| Years of Service | Payout Limit |
|---|---------------------|
| Less than 5 years | 100 hours |
| 5 years or more, but less than 10 years | 120 hours |
| 10 years or more | 140 hours |

Graylyn Exempt PTO Payout Limits (Position Eliminations Only)

| Years of Service | Payout Limit |
|---|---------------------|
| Less than 5 years | 100 hours |
| 5 years or more, but less than 10 years | 120 hours |
| 10 years or more | 140 hours |

Graylyn Non-Exempt Accrual Schedule:

| Years of Service | Maximum PTO Per Year Hours/ Days* | Bi-Weekly Rate of Accrual |
|---------------------------------------|--|----------------------------------|
| Less than 6 months | 40/5 | 1.54 |
| More than 6 months, less than 2 years | 80/10 | 3.08 |
| More than 2 years, less than 5 years | 120/15 | 4.62 |
| 5 Years or more | 160/20 | 6.15 |
| All Classifications | Maximum Accrued Number of Hours = 240 | |

*PTO is earned each pay period based on all hours paid in connection with eligible full or part-time positions in accordance with the schedule.

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Graylyn Non-Exempt PTO Carry Forward Limits

| Years of Service | Payout Limit |
|---------------------------------------|---------------------|
| Less than 6 months | 20 hours |
| More than 6 months, less than 2 years | 40 hours |
| More than 2 years, less than 5 years | 60 hours |
| 5 Years or more | 80 hours |

Graylyn Non-Exempt PTO Payout Limits (Position Eliminations Only)

| Years of Service | Payout Limit |
|---------------------------------------|---------------------|
| Less than 6 months | None |
| More than 6 months, less than 2 years | 40 hours |
| More than 2 years, less than 5 years | 60 hours |
| 5 Years or more | 80 hours |

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ZSR Librarian PTO Schedule*

ZSR Librarian PTO Accrual Schedule

| Years of Service | Weeks/Year | Days/Year | Annual Accrual if Budgeted for 1950 Hours |
|---|-------------------|------------------|--|
| Less than 5 years | 6.2 weeks | 31 days | 232.5 hours |
| 5 years or more, but less than 10 years | 6.6 weeks | 33 days | 247.5 hours |
| 10 or more years | 7 weeks | 35 days | 262.5 hours |

ZSR Librarian PTO Accrual Schedule Carry Forward Limits

| Years of Service | Weeks/Year | Days/Year | Annual Accrual if Budgeted for 1950 Hours |
|---|-------------------|------------------|--|
| Less than 5 years | 2.5 weeks | 12.5 days | 93.75 hours |
| 5 years or more, but less than 10 years | 3 weeks | 15 days | 112.5 hours |
| 10 or more years | 3.5 weeks | 17.5 days | 131.25 hours |

ZSR Librarian PTO Payout Limits (Eliminations Only)

| Years of Service | Weeks/Year | Days/Year | Annual Accrual if Budgeted for 1950 Hours |
|---|-------------------|------------------|--|
| Less than 5 years | 2.66 weeks | 13.33 days | 100 hours |
| 5 years or more, but less than 10 years | 3.20 weeks | 16 days | 120 hours |
| 10 or more years | 3.73 weeks | 18.66 days | 140 hours |

*Other ZSR exempt and non-exempt staff follow the WFU PTO schedule