

Time Off Policies



The purpose of this policy is to provide employees with the necessary time to attend to family illness, medical appointments, and other business that cannot be handled by the family, spouse, partner, or friend. Employees will be required to provide advance notice of their absence to the Human Resources Department.

The PTO policy applies to all full-time employees. Part-time employees will receive a prorated amount of PTO based on their schedule. Employees who are on leave for more than 30 days will receive a prorated amount of PTO based on their schedule.

Employee Use of PTO

Part-time employees will receive PTO on a prorated basis. Employees who are on leave for more than 30 days will receive a prorated amount of PTO based on their schedule. Employees who are on leave for more than 30 days will receive a prorated amount of PTO based on their schedule.



Employee Use of PTO

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Time Off Policies (cont.)

Employee Use of PTO

PTO is a benefit that allows employees to take time off work for personal or family illness, medical appointments, and other business that cannot be handled by the family, spouse, partner, or friend. Employees will be required to provide advance notice of their absence to the Human Resources Department.

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Under the company's Family and Medical Leave Act (FMLA) policy, all full-time employees will receive 12 weeks of PTO per year.

Unscheduled absences, due to illness or injury, that result in a loss of more than 30 days will be considered a disciplinary action.

An employee who receives a second warning letter in a 30-day period will be considered for termination. Employees who receive a third warning letter in a 30-day period will be considered for termination.

Any employee who receives two consecutive days of sick without notice to their supervisor may be considered to have voluntarily quit their job.



Progressive discipline action involves a series of steps that are taken to address employee behavior that is considered to be a disciplinary action.



One - One meeting
No disciplinary action
Supervisory meeting



Second meeting
Written warning with a disciplinary counseling session



PTO meeting
Written warning in the employee's file



Third meeting
Disciplinary termination

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Ruth Ayres, Stacey Shubitz



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