

BOYCE THOMPSON INSTITUTE

POLICY: **Paid Time Off (PTO)**

DATE: **January 1, 2005**

OVERVIEW

It is the policy of Boyce Thompson Institute (BTI) that all eligible employees are entitled to accrue Paid Time Off (PTO). PTO is a benefit that provides for scheduled and unscheduled time off with pay, including vacation time, employee and family illnesses, or any other personal reason. PTO does not include jury duty, military duty, bereavement time for an immediate family member, or sabbatical leave.

POLICY

1. "Eligible employee" is defined as a regular, full or part time employee scheduled to work 20 hours or more per week. Employees working fewer than 20 hours, those working for less than 4 months and Visiting Scientists (foreign scholars receiving only a stipend, not a full salary) are not eligible for PTO.
2. Full time employees accrue PTO in accordance with the following schedule:

0-3 years	20 days/year	1.67 days/month
4-6 years	25 days/year	2.08 days/month
7+ years	30 days/year	2.50 days/month

Part time employees accrue PTO on a prorated basis, depending on the number of regularly schedule hours they work.

3. There is no waiting period to begin accruing PTO. Employees receive a prorated amount of PTO during their first year of employment, based on their date of hire. During the first 6 months of employment, employees may not take PTO if they have not accrued it.
4. At the beginning of each calendar year, employees receive their full accrual of PTO days for the year. BTI allows employees to use these PTO days in advance of actually accruing them during the year. If, however, an employee terminates employment and has taken more PTO days than accrued, these days are withheld from the employee's final paycheck.
5. **Carry Over:** Employees may carry over a maximum of 10 days of PTO into the next calendar year.

6. **Termination of Employment:** When an employee leaves BTI, she/he will be paid for PTO accrued, but not taken, based on years of service:

0-3 years of employment	10 days
4-6 years of employment	15 days
7+ years or employment	20 days

An employee's termination date is considered his/her last day of work. PTO may not be paid to extend the date of employment past the last day of work.

7. **Extended Illnesses:** When an employee is unable to work due to illness or injury for more than 7 calendar days, he/she is covered under NYS Statutory disability (DBL). During the 7 day elimination period (generally 5 work days), the employee must use time from his/her PTO bank. Upon completion of the elimination period, the employee's salary is paid in the following manner, based on years of service.

During first 6 months of employment (probationary period)

Following the elimination period, the employee will receive DBL only (50% average weekly wage up to \$170/week maximum). If an employee has PTO accrued, he/she may use this to supplement DBL.

Following completion of 6 month probationary period through year 2:

Following the elimination period, BTI will pay the employee in full for an additional 3 weeks. During weeks 5 and above, the employee may use PTO to supplement DBL.

Years 3+:

Following the elimination period, BTI will pay the employee in full for an additional 7 weeks. During weeks 9 and above, the employee may use PTO to supplement DBL.

8. Employees may not receive pay in lieu of PTO under any circumstances, except at the time of his or her termination of employment, as described above.
9. PTO is not considered hours worked for the purposes of computing overtime.
10. Employees do not continue to earn PTO while on disability or during a personal leave of absence.

Using PTO

1. Planned PTO periods must be scheduled and approved by the employee's supervisor in advance. Every effort will be made to accommodate the employee's time off request; however, BTI reserves the right to deny a time off request if it interferes with business needs.

2. Unplanned PTO, i.e., due to illness or emergency, must be reported to the employee's supervisor on or before the beginning of the business day. It is expected that employees will not exceed 10 incidents of unplanned PTO per year.
3. The minimum time increment of PTO that an employee may use is one (1) hour. PTO must be taken in 1 hour increments. Exempt employees must record PTO in full days.
4. During an extended illness, employees may use PTO to supplement basic DBL. This is not required, however. Employees may elect to receive DBL only.
5. In the event that employee is granted a personal leave of absence or a family leave of absence under the FMLA, he/she must use all earned PTO before an unpaid leave becomes effective.