

PTO CONVERSION FAQ

<p>How come SSV is changing to this new way of giving time off?</p>	<p>Going to one bucket of time will simplify recordkeeping and, as well as allow employees to earn time as they work. This is fairer to all employees and more financially responsible for Sunshine Village.</p>
<p>This doesn't seem fair. I liked getting all my time on my anniversary.</p>	<p>The front loaded system that you were used to gave all the time for the year up front, before the employee had actually worked for it. This new system is more fair to all employees.</p>
<p>Wow! I am getting a lot of time! I can't wait to use it.</p>	<p>Remember that it seems like a lot of time because it combines time that was previously all separate. It will be your responsibility to use your time appropriately, with approval from your manager.</p>
<p>I don't think I am getting as much time under the accrual system as I was getting under the old system.</p>	<p>Vacation, sick, and holiday and personal time have all been accounted for and no time has been taken away.</p>
<p>Can I save all of my time and use it all at once?</p>	<p>There are still rules about how much time can be approved at once, such as if you request more than 2 weeks vacation together.</p>
<p>What happens on a snow day or if Sunshine Village closes for another reason?</p>	<p>If Sunshine Village closes for a reason not on the approved holiday list, the day will be paid and no hours will be deducted from your PTO balance. However, if Sunshine Village remains open and you are unable to report to work, you would use PTO for pay.</p>
<p>Does this mean I can use all this time to call out sick whenever I want?</p>	<p>You should be sure that you preserve some of your time for unplanned occurrences, like illness. However, absenteeism that is excessive is still subject to corrective action.</p>
<p>What if I can't use up all my time by my anniversary? Do I lose it?</p>	<p>You will only lose time if you reach the cap. At that point you would stop accruing and simply carry the max until you used some time.</p>
<p>What if I don't use any time all year?</p>	<p>Eventually you would reach the cap, at which point you would not earn any more until you used some time and dropped below the cap.</p>
<p>Will we see our time on our paychecks finally?</p>	<p>Not yet, but we agree that this is something we would like to see happen eventually.</p>
<p>I just got my vacation and personal! What do I do?</p>	<p>If you got your time at the end of 2020, or will get it soon, you have that time available to you, and you will start accruing on your 2021 anniversary.</p>
<p>What will happen to the time in my long term sick bank?</p>	<p>Unused sick time from 2020 will be added to the long term sick bank, which maxes out at 160 hours. Going forward, no more time will be added to bank. It can be accessed for absences of three days or longer.</p>