

PAID TIME OFF (PTO) FAQ

<p>Why does Sunshine Village use this sytem?</p>	<p><i>One bucket of time simplifies the recordkeeping and allows employees to earn time as they work. This is fair to all employees and more financially responsible for Sunshine Village.</i></p>
<p>How can I keep track of my time?</p>	<p><i>A spreadsheet was provided to you, and a master of that spreadsheet is maintained by HR/Payroll. The spreadsheet provided has a projection of earned time based on hours paid each week. You can always check your time by calling a member of the Human Resources Department. We can provide an updated spreadhseet, that shows what you have earned and what you have used.</i></p>
<p>Wow! I am getting a lot of time! I can't wait to use it.</p>	<p><i>Remember that it seems like a lot of time because it combines vacation, personal, and sick time. It will be your responsibility to use your time appropriately, with approval from your manager.</i></p>
<p>When can I begin using my time?</p>	<p><i>You can start using your PTO when you have completed 90 days of employment. However, use caution, as using time early and frequently will use it up quickly. Be mindful of your balance of time so that you have enough for planned and unplanned time off.</i></p>
<p>Can I save all of my time and use it all at once?</p>	<p><i>There are still rules about how much time can be approved at once, such as if you request more than 2 weeks vacation together.</i></p>
<p>What happens on a snow day or if Sunshine Village closes for another reason?</p>	<p><i>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.</i></p>
<p>Does this mean I can use all this time to call out sick whenever I want?</p>	<p><i>You should be sure that you preserve some of your time for unplanned occurrences, like illness or other unforeseen emergencies. However, absenteeism that is excessive is still subject to corrective action.</i></p>
<p>What if I can't use up all my time by my anniversary? Do I lose it?</p>	<p><i>No time "resets" at your anniversary. You will only lose time if you reach the cap. At that point you would stop accruing and simply carry the max until you use some time. Refer to the policy to see when accrual rates increase.</i></p>
<p>What if I don't use any time all year?</p>	<p><i>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.</i></p>
<p>Will we see our time on our paychecks finally?</p>	<p><i>Not yet, but we agree that this is something we would like to see happen eventually.</i></p>

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What happens if I don't have any PTO but I need to take time?

If no PTO is available, then you will only be paid for actual hours worked.