



## **Policy: Paid Time Off (PTO) and Major Illness Accounts (MIA)**

**ChildNet Number:** CN 009.068  
**Original Approved Date:** August 12, 2008  
**Policy Revised Date(s):** May 13, 2010, May 20, 2010  
**Policy Sunset Date:**  
**COA Standard(s):** HR 5.02, 5.03

### **Statement of Policy:**

ChildNet provides eligible employees with an opportunity for the receipt of pay during certain periods of personal time away from work.

**Board Chair's Signature:**

**Date:**

11/15/10



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**ChildNet Number: CN 009.068**

**Original Approved Date: August 12, 2008**

**Procedure Revised Date(s): May 13, 2010, May 20, 2010, November 17, 2010, May 22, 2013, August 22, 2014, February 21, 2018, January 8, 2025**

**Procedure Sunset Date:**

**COA Standard(s): HR 5.02, 5.03**

### **Definitions (if any):**

Fiscal Year: The yearly period, without regard to the calendar year, at the end of which ChildNet determines its financial condition. ChildNet's fiscal year is July 1<sup>st</sup>-June 30<sup>th</sup>

Major Illness Account (MIA): A benefit designed to provide pay to eligible employees for illness or injury where extended time is missed from work

Paid Time Off (PTO): A benefit designed to provide pay to eligible employees when taking time off from work

Executive Staff: The positions of Chief Executive Officer (CEO), Chief of Staff (COS), Chief Financial Officer (CFO), Chief Program Officer (CPO), Chief Legal Officer, and Chief Service Quality Officer (CSQO).

### **Statement of Procedure:**

ChildNet provides full-time employees the ability to take a reasonable time away from work to recuperate when ill or injured, to support well-being and work-life balance, or to conduct personal affairs. Supervisors are encouraged to support this philosophy by anticipating time-off in formulating organizational structures and work schedules.

### **PTO Account**

Full-time employees who work 40 hours a week are eligible to request the use of accrued PTO after successful completion of their first 90 days of employment with ChildNet. Executive staff may use accrued PTO from the date of hire.

Employees and their supervisors should plan and schedule each fiscal year to allow for the use of PTO. PTO is to be requested with as much notice as possible prior to the dates requested via ChildNet's designated PTO request system; at least a 30-day notice is preferred in order to facilitate the appropriate staffing.

PTO is to be approved in advance by an employee's immediate supervisor. The employee's supervisor maintains the discretion to grant PTO, with or without advance



notice, taking into consideration the business and operational needs. Employees should bring to the attention of Human Resources any qualifying reason for Family and Medical Leave Act (FMLA) leave rather than base a request for PTO upon such qualifying reason.

Employees are authorized to use PTO only for those PTO hours which have been accrued. Exceptions to this may occur solely in emergency situations; any such authorization must be through written approval from the employee's Department Director.

PTO does not accrue when an employee is on unpaid status.

Employees who have worked for ChildNet for one (1) year or more and who submit their resignation providing ChildNet with at least two (2) weeks' notice shall be paid the remainder of their accrued PTO. Accrued but not used PTO will not be paid out for employees that do not work the full two (2) weeks' notice period provided, and employees who are involuntarily terminated by ChildNet.

#### **PTO Accrual**

<b>PTO ACCRUAL RATE</b>	
1 <sup>st</sup> , 2 <sup>nd</sup> , and 3 <sup>rd</sup> full year of employment:	19 Paid Days Off per year 152 hours accrued bi-weekly (5.85 per pay period)
4 <sup>th</sup> , 5 <sup>th</sup> , and 6 <sup>th</sup> full year of employment:	24 Paid Days Off per year 192 hours accrued bi-weekly (7.38 per pay period)
7 <sup>th</sup> year and each full year of employment thereafter:	29 Paid Days Off per year 232 hours accrued bi-weekly (8.92 per pay period)

Executive staff accrue PTO from date of hire and each full year of employment thereafter at the rate of 29 Paid Days Off per year, 232 hours for the year, accrued bi-weekly.

**Any PTO accrued hours in excess of the 120 hours do not transfer or carry over into the PTO account on July 1st of each new fiscal year. Based upon the fiscal year's financial posture, the Senior Executive Team (CEO, CFO, and COS) has the option of exercising a payout of accrued PTO at the end of the fiscal year for Executive staff with the requirement that a minimum of 80 PTO hours are rolled over. Executives may extend the payout option to the Program Officers, or equivalent leadership positions within the organization, based on the availability of funding.**





### **MIA Account**

Full-time employees who work 40 hours a week are eligible to request the use of accrued MIA after successful completion of their first 90 days of employment with ChildNet as follows:

When an employee misses work due to an illness, injury or an FMLA leave, accrued PTO hours are used for the first three (3) consecutive days and will run concurrently with the FMLA leave. Accrued MIA hours may then be used for continuing consecutive days missed for the illness, injury or FMLA leave. If the employee has less than three (3) accrued PTO days, the employee must exhaust any remaining PTO less than three (3) days before MIA can be accessed. Should an eligible employee have no accrued PTO available, MIA may be immediately accessed in these circumstances.

The employee must submit a valid doctor's note to the immediate supervisor and Human Resources when missing work for three (3) or more days due to illness or injury. Medical information should not be submitted to the employee's supervisor.

When an employee exhausts the accrued MIA hours and the eligible absence continues, any accrued PTO hours are used until that account is exhausted. Once both accounts are exhausted, the employee may be placed on unpaid status.

Employees are authorized to use MIA only for those MIA hours which have been accrued.

Unused MIA hours are not paid out upon resignation or termination of employment.

### **MIA Accrual**

<b>MIA ACCRUAL RATE</b>	
Full-time ChildNet Employees	6 Paid Days per year 48 hours accrued bi-weekly (1.85 per pay period)

Full-time employees who work forty hours per week accrue MIA at 1.85 hours per pay period, which accumulates to six (6) days annually. The account accrues to a maximum of 320 hours (eight work weeks).

MIA does not accrue when an employee is on unpaid status.

**President's Signature:**

**Date:**

4/3/25