



Paid Time Off Policy

Along with your pay, you will earn Paid-Time-Off based on your hours and weeks worked. You will accrue eight (8) hours pay for a minimum of 400 hours worked within a rolling 12-week period.

Requirements:

- Work 12 consecutive weeks with a total of at least 400 hours within that 12-week period.
- Wait until you have submitted the time worked for the 12th week BEFORE contacting Payroll for confirmation of the PTO day.
- Confirm the earned Paid Time Off day by contacting Lucinda Raynor at The HR Office, Inc.
 - Phone - 814.238.3750
 - Email at lraynor@thehrofficeinc.com.
- PLAN AHEAD: Calculating Paid Time Off is a manual process and can take up to a week to be confirmed. You will be emailed a response.
- If you haven't earned a Paid Time Off day in the first 12 weeks you worked:
 - The hours worked from the first week are dropped and the hours worked for the 13th week are added into the 12-week calculation. This is called a rolling 12-week calculation.
 - Weeks are dropped and added until you have earned a day by working a minimum of 400 hours in a 12-week period.
- Once a day is earned, the process starts over. You need to work another 12 consecutive weeks to be eligible to earn another day. Hours worked over the minimum 400 are NOT added to the next Paid Time Off calculation

How to use a Confirmed PTO day:

- IF you are using the day for a SICK day or HOLIDAY, fill out a paper timecard and submit it by Monday at 9:00 a.m. to The HR Office for the week you want it paid.
- If you are taking the day off:
 - Request the day off from your on-site supervisor
 - Notify The HR Office, Inc. that you will be off and who you had approval from at your work site.
 - Fill out a paper timecard and submit it by Monday at 9:00 a.m. to The HR Office for the week you want it paid. Mark "PTO" on the day you are using it for and 8 in the hours column.
- Paper timecards are available in our office OR Online at our website www.thehrofficeinc.com in **HRO Employee Forms**
- Paid Time Off days are paid in 8-hour increments.
- Paid Time Off days are forfeited if not used within one year of the date earned.
- The paper timecard is ONLY for the PTO day. Enter the time you actually worked online.