

MACOMB COUNTY HUMAN RESOURCES POLICY

PAID TIME OFF

Participants in the Deferred Retirement Option Plan (DROP) shall receive Paid Time Off in the manner described in the Deferred Retirement Option Plan Policy.

The purpose of Paid Time Off (PTO) is to provide employees with flexible paid time off from work that shall be used for such employee needs as vacation, personal business and other activities, without disrupting the operations of the department. Paid Time Off (PTO) shall also be used for employee absences incurred from inclement weather.

Full-time employees shall be entitled to accrue Paid Time Off according to the schedule listed below.

The paid leave provisions in this policy apply only to full time employees working 37.5 hours or more. All other employees accrue paid leave time in accordance with Michigan's paid leave act and that leave time will be administered according to the acts provisions (PA 338 of 2018 as amended).

<u>Years of Consecutive FULL TIME Service Completed</u>	<u>Up to an Annual Maximum of</u>
Less than 5	15 days
5	20 days
10	21 days
13	24 days
20	25 days
21	26 days
22	27 days
23	28 days
24	29 days
25	30 days

Paid Time Off shall accrue to a maximum of thirty (30) work days.

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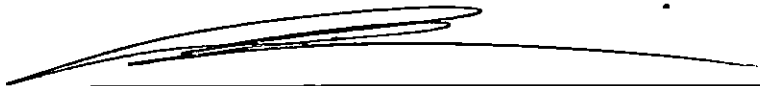
Paid Time Off shall be available for use upon accrual.

Full-time employees shall be entitled to accumulate Paid Time Off, as above, for each fully paid two (2) week period of service. Paid Time Off shall accumulate only on hours paid.

Paid Time Off requests shall be reviewed by the Department Head/designee, and must have their approval. Such approval shall be at the Department Head/designee's discretion to ensure efficient operations.

Full-time employees may request Paid Time Off conversion to cash payment of up to forty (40) hours per conversion, maximum of eighty (80) hours per year. Employees requesting Paid Time Off conversion must have a minimum of one hundred twenty (120) hours of Paid Time Off to be eligible for the conversion. The requested Paid Time Off conversion(s) must be submitted by February with the cash payment to be made on the second pay in March and August with the cash payment to be made on the second pay in September, in regular paychecks with normal deductions.

Upon termination of employment, an employee shall be compensated for their accrued Paid Time Off at the rate of pay said employee received at the time of termination.



Office of County Executive

1-19-2023
Date

Approved: July 8, 2014
Revised: June 26, 2015
Revised: January 3, 2017
Revised: February 21, 2020
Revised: January 5, 2023