


Policy Title:		Payout of Unused Paid Time Off	
	OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER	Category	Vacation Bank Payout
		Administrative Policy #	
		Revision #	
		Review Frequency	As Needed – no less frequently than triennially
Administrative Division	Human Resources	Reviewed By	Chief Administrative Officer, General Counsel, Human Resources Director
BOWC Approval		Last Reviewed/Update Date	
Implementation Date			

1. OBJECTIVE

- 1.1. To establish controls and guidelines for the payment for accrued Paid Time Off (PTO) when operational demands prohibited the employee from using the time within a specified date.

2. PURPOSE

- 2.1. This policy ensures that employees have a recourse to recoup all PTO benefits to which they are entitled.

3. DEFINITIONS

“Must Use Time” refers to PTO that has been designated as time lost if not used prior to October first of each year or the established must use or lose date established by DWSD.

“Management” means DWSD employees, including members of Executive Management, who exercise management authority and responsibility in each division for work groups, supervisors and/or employees.

4. SCOPE

- 4.1. This policy is not inclusive of employment separation payouts. Please see the “Separation of Employment” policy for those details.
- 4.2. This policy applies only to persons hired and employed by DWSD who have completed their probationary period at DWSD.

5. RESPONSIBILITIES

5.1. Management

- 5.1.1. Management should be familiar with, understand, and act in full compliance with this policy.

5.2. Immediate Manager or Supervisor

- 5.2.1. The manager or supervisor evaluates staffing needs and endeavors to accommodate employee requests for time off.

5.3. Employee

- 5.3.1. Employees should be familiar with, understand, and fully comply with this policy.
- 5.3.2. Employees should monitor and appropriately schedule time off, in consultation with their manager or supervisor, to prevent loss of unused “Must Use Time.”
- 5.3.3. Employees should communicate with Management and submit a request for Payout of Unused “Must Use Time” within the appropriate time frame so they may receive the benefit.

6. POLICY

6.1. Eligibility for Payout

- 6.1.1. Management may deny requests for PTO if operational need prevents approval of the employee’s request. Instances of operational need include, but are not limited to:
 - (a) Employee is responsible for time sensitive work or a project;
 - (b) Employee’s extended absence would negatively impact an operation, project or workflow deadline;
 - (c) Employee is experiencing a peak work load that is not transferable based on their knowledge and expertise;
 - (d) Employee is involved in a critical, confidential or time sensitive matter requiring their attention based on their responsibilities in the organization.
- 6.1.2. Employees may be paid for unused, “Must Use Time” PTO when their manager or supervisor determined that DWSD’s operational needs superseded a PTO request.
- 6.1.3. If an employee does not schedule PTO and does not request payout before the “Must Use Time” expires, the employee is not eligible for a payout.

6.2. Reasonable and Necessary Accommodations

- 6.2.1. Management may take reasonable and necessary actions to accomplish the intent of this policy.

7. PROCEDURE

7.1. Payout Request

- 7.1.1. Employee completes a Payout of Unused Paid Time Off Form indicating the number of days/hours of unused “Must Use Time” PTO and the operational need that prevented employee from using the time by the “must use” date.
- 7.1.2. The manager or supervisor validates the operational need and submits the form and any necessary supporting documentation to Human Resources.
- 7.1.3. Employee receives notice from Human Resources within 21 days of making the request whether request for payment for PTO time is granted.
- 7.1.4. Payroll ensures appropriate payment to employee.