

- All employees are eligible except for
 - All employees that have not accrued ETO for six (6) months.
 - Employees who are on suspension (employees returning from suspension must re-enroll at the next available period)
 - Employees who are on leave of absence or family medical leave for longer than 2 weeks. (When the employee returns they would need to re-enroll at the next available period).
 - Employees can sign up twice annually. Paperwork must be turned into the Human Resources office by January 1st or July 1st of each year. The automatic buy out will start within the next 2 payrolls (*it will depend on where the 1st falls in the payroll cycle*).
 - Employees can cancel at any time. Cancellations will need to be turned into the Human Resources office 7 days before the pay period ends to be effective. Employees will be eligible to re-enroll on the next January 1st or July 1st.
 - All automatic ETO buy outs will be paid in quarter hour increments
 - Revisions were made to Procedure 4-10-8 & Procedure 4-10-22 to allow both hourly administrative staff & exempt status employees to cash out up to 110 hours of ETO annually (*currently the limit is at 80*)
 - The maximum amount of Earned ETO an employee can buy out is 50%
 - For Non-Exempt employees (Hourly)
 - Hired before 7/1/93 - .1036 (if rate was higher they remained at higher rate) - Maximum buy out is 4.00 hours per pay period or 104 hours per year
 - Hired on/after 7/1/93 - .0844 – Maximum buy out is 3.25 hours per pay period or 84.50 hours per year
 - Effective 1/1/96 – 5th year of service – rate increased to .0892 – Maximum buy out is 3.50 hours per pay period 91 hours per year
 - 10th year of service – rate increased to .0940 – Maximum buy out is 3.75 hours per pay period or 97.50 hours per year
 - Hired on/after 10/1/17 - .0614 – Maximum buy out is 2.25 hours per pay period or 58.50 hours per year
 - Effective 10/1/17 – 5th year of service – rate is .0892 – Maximum buy out is 3.50 hours per pay period or 91 hours per year.
 - Effective 10/1/17 - 10th year of service – rate is .0940 – Maximum buy out is 3.75 hours per pay period or 97.50 hours per year
 - For Exempt employees and Management Personnel
 - Hired before 7/1/93 - .1036 (if rate was higher they remained at higher rate) – Maximum buy out is 4 hours per pay period or 104 hours per year
 - Hired on/after 7/1/93 - .0844– Maximum buy out is 3.25 hours per pay period or 84.50 hours per year
 - 5th year of service – rate increased to .0940 – Maximum buy out is 3.75 hours per pay period or 97.50 hours per year
 - 10th year of service – rate increased to .1036 – Maximum buy out is 4.00 hours per pay period or 104 hours per year
 - Hired on/after 10/1/17 - .0614 – Maximum buy out is 2.25 hours per pay period or 58.50 hours per year
 - Effective 10/1/17 – 5th year of service – rate is .0940 – Maximum buy out is 3.50 hours per pay period or 91 hours per year.
 - Effective 10/1/17 - 10th year of service – rate is .1036 – Maximum buy out is 3.75 hours per pay period or 97.50 hours per year
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WOODHAVEN PROCEDURES

Procedure No. 4-10-53

Issued: 10-01-17

SUBJECT: Automatic ETO Buy Out Option

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PURPOSE: To carry out the Mandate of the Office of Human Resources

- If an employee's ETO is increased after electing automatic buy out, it will be the employee's responsibility to fill out new paperwork & submit it for the next re-enrollment period of January 1st or July 1st
- Once an employee signs up, the payout will be ongoing meaning staff do not need to sign up every January 1st & July 1st)

Approved by: _____
Chief Executive Officer

Date: _____

WOODHAVEN
AUTOMATIC EARNED TIME OFF (ETO) BUY OUT REQUEST

I request that I be enrolled into the Automatic ETO buyout program. I realize that the maximum amount of ETO an employee can buy out is 50%. I understand that this will reduce the number of paid leave hours that I have available for vacation, sick leave and holidays.

Employee's printed name: _____

Hire Date: _____

Employee Signature: _____ Date: _____

FOR ADMINISTRATIVE OFFICE USE ONLY

DATE RECEIVED IN HUMAN RESOURCES: _____ STAFF INITIALS: _____

APPROVED BY DIRECTOR OF HUMAN RESOURCES: _____ DATE: _____

APPROVED BY CFO _____ DATE: _____

ACCOUNTING USE ONLY: PAYPERIOD: _____