

PROCEDURE NO. 4-10-8

ISSUED: 08-24-99

REVISED: 08-28-25

REVIEWED: 08-28-25

SUBJECT: Earned Time Off for Non-Exempt and Exempt Status Employees

PURPOSE: To carry out the mandate of Office of Human Resource Policy No. 4

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Non-Exempt Full Time Employee Classification

Effective January 1, 2025 all employees classified as non-exempt will receive:

- 1. ETO based on the following breakdown for a 40 hour per week employee:
Vacation 60 hours per year
Holiday 80 hours per year
Total 140 hours per year

For every hour worked and on paid leave, excluding overtime, the 40 hour employee will earn .088461 hours of ETO. Those employees who work less than 40 hours will receive the same ETO accrual based on worked and paid leave hours excluding overtime hours.

- 2. Seniority - Employees with seniority will accumulate ETO at the following increased rates of accrual:
5th year service anniversary .09808
10th year service anniversary .10769

The .10769 accrual rate is the maximum allowed accrual rate. Any employee who accrues at a level more than .10769 at the time of the effective date will remain at that accrual level.

ETO ACCRUAL– Non-Exempt employees may accumulate unused ETO up to 480 hours. Employees will no longer accrue ETO once they reach the maximum balance of 480 hours.

ETO USAGE–Non-Exempt employees will begin **accruing** ETO the first pay period following completion of their new employee orientation and CORE Classes, however, they cannot use their ETO for six months following the accrual effective date. All time off prior to the effective date for use will be without pay.

All non-exempt new hire employees will be required to complete their initial orientation and will then complete six months of employment prior to requesting any holiday off if the holiday falls on a regularly scheduled shift.

Non-Exempt Part-Time Employee Classification

Effective May 1, 2025, all employees classified as Non-Exempt Full and Part-time, including on-call employees and paid interns will receive paid sick time in accordance with the Paid Sick Time policy described below.

Paid Sick Time for Non-Exempt Full and Part-Time Employees

Effective May 1, 2025, all non-exempt full and part-time employees, including on-call employees and paid interns, will begin to earn paid sick time as outlined below.

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1. Paid Sick Time: For every thirty (30) hours worked, including overtime, the non-exempt employee or part-time employee will earn 1.0 hour of paid sick leave (an accrual rate of .033333 for every hour worked). The accrual rate for paid sick time will remain the same for each non-exempt or part-time employee regardless of seniority.

PAID SICK TIME ACCRUAL LIMITS—Non-exempt full and part-time employees will accrue one hour of paid sick time for every 30 hours worked. A maximum of 80 hours of accrued but unused paid sick time may be carried over to the next calendar year by any non-exempt full or part-time employee.

PAID SICK TIME USAGE—Non-exempt full and part-time employees will begin accruing paid sick time immediately upon May 1, 2025, or the date of hire, whichever is later. Paid sick time may be used for valid purposes (as set forth in R.S.Mo. § 290.606.1) immediately upon its accrual and in increments of one hour. Employees must notify their supervisor or his or her designee of such employee’s need to use paid sick time in writing as soon as possible. If paid sick time is to be used for three or more consecutive days, the employee shall provide a doctor’s note verifying the need for such paid sick time. In the event an employee requests leave for sick time but does not have enough accrued paid sick time, unpaid leave for sick time may be approved but will be at the discretion of the supervisor based on the current staffing needs of the home or department.

A maximum of 57 hours of paid sick time may be used during a calendar year.

PAID SICK TIME ACCRUAL REPEALED – Effective August 28, 2025, paid sick time will no longer accrue for Non-Exempt full and part time employees. Any accrued but unused sick leave will be maintained in your sick leave bank and may be used until the balance is exhausted.

TERMINATION—Upon the termination or separation of employment from employer, whether due to resignation by the employee or termination by the employer, unused paid sick time accrued under this policy will not be paid out by the employer.

- **REHIRES**—If a non-exempt full or part-time employee is rehired within nine months of the termination of his or her employment, any accrued but unused paid sick time will be reinstated at the time the employee is rehired and immediately available for use by the employee.

Exempt Employee Classification

Effective January 1, 2025 all employees classified as exempt will receive:

1. ETO based on the following breakdown for a 40 hour per week employee:

Vacation	128 hours per year
Holiday	<u>80</u> hours per year

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Total 208 hours per year

For every hour worked and on paid leave, the employee will earn .10000 hours of ETO.

- 2. Seniority - Employees with seniority will accumulate ETO at the following increased rates of accrual:

5th year service anniversary	.11154
10th year service anniversary	.13077

The .13077 accrual rate is the maximum allowed accrual rate. Any employee who accrues at a level more than .13077 at the time of the effective date will remain at that accrual level.

- 1. Sick Leave is based on 40 hours per week and will accrue on every hour worked and on paid leave. The employee will earn 0.0461 hours of Sick Leave per every hour worked or on paid leave.

Sick Leave 96 hours per year.

ETO AND SICK LEAVE ACCRUAL AND USAGE – Exempt employees may accumulate unused ETO up to 320 hours and unused sick leave up to 600 hours. Employees will no longer accrue ETO or sick leave once they reach this maximum balance.

ETO accrual and usage will begin the first day of the month following hire date. **Sick Leave accrual and usage** will begin immediately upon hire.

HOLIDAYS - *Holiday leave accrues evenly over the entire year as a part of ETO.* Holiday leave is based on the following ten holidays: New Year's Day, New Years Eve, Martin Luther King Jr. Day, Memorial Day, Juneteenth, Fourth of July, Labor Day, Thanksgiving, Christmas Eve and Christmas day. Should a holiday fall on a weekend, the federally designated day will be considered the day scheduled off from work.

*****EXEMPT STAFF WHO REQUEST OFF FOR ANY HOLIDAY WILL BE REQUIRED TO USE 8 HOURS OF ETO FOR THE HOLIDAYS IDENTIFIED. IF THEY KEEP THEIR CALLS ON THE HOLIDAYS IDENTIFIED THEY WILL ONLY BE REQUIRED TO USE 4 HOURS OF ETO.**

ETO UTILIZATION – applicable for Non-Exempt and Exempt Status Employees:

- Scheduled ETO can be used when authorized in advance by the employee's supervisor.
- ETO taken for sickness by exempt status employees should be approved whenever possible a minimum of two hours in advance by the supervisor or his/her designee. The Organization retains the right to require a written physician's statement at the employee's expense before allowing the employee to return to work following sickness.

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- Leave is to be taken in quarter-hour increments.
- ETO cannot be used if you are tardy or absent from your shift without supervisor approval prior to the absence or tardy, except in the case of ETO for sickness used for a valid purpose.
- Time off may be denied if there is not enough ETO to cover the requested time off. Leave without pay may be approved but will be at the discretion of the supervisor based on the current staffing needs of the home or department.
- For instances of unpaid leave where FMLA is not applicable, Insurance Benefits may be subject to termination at the end of the month for which no paid time is received. The Insurance provider will notify the employee of their COBRA rights and available options to continue insurance benefits. If an employee is enrolled in the Pension program, their account may be placed on leave of absence status until their return to active employment.
- Requesting ETO for an extended period of time longer than one week should be requested as far in advance as possible. Approval should be received from your supervisor before making travel plans (example: purchasing airline tickets or booking hotels).
- ETO requested that exceeds 30 days may be subject to denial due to hardship on the home. If leave is needed that exceeds 30 days, the employee may be asked to resign their position and they may request reinstatement to the agency upon their return.

1. **ETO CASH-IN** - All employees who accrue ETO and are eligible to use it will be eligible to request ETO payouts. The request must be made 10 days in advance of the payday on the attached form and turned into the Human Resource office. A representative from the Human Resource department must approve all payout requests.

It is encouraged that employees who are considering requesting a payout realize that ETO provides paid time away from work and that it also provides paid time for illness.

ETO payouts will not be approved and paid out during the same pay period an employee is suspended from work.

If an employee has submitted a voluntary resignation or a transfer to a part time position, the ETO will be paid out on the final check the employee receives as full time. An ETO payout cannot be requested during this time.

If an employee is terminated any ETO payout may be forfeited.

2. **Leave without pay** during the first six months of ETO accrual for **Non-Exempt employees** – leave without pay may be requested by the employee and granted by the Supervisor at supervisor's discretion. For instances of unpaid leave where FMLA is not applicable, Insurance Benefits may terminate at the end of the month for which no paid time is received. The Insurance provider will notify the employee of

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their COBRA rights and available options to continue insurance benefits. If an employee is enrolled in the Pension program, their account may be placed on leave of absence status until their return to active employment.

3. **Holidays** recognized are New Years Day, New Years Eve, Martin Luther King, Jr. Day, Memorial Day, Juneteenth, Fourth of July, Labor Day, Thanksgiving, Christmas Eve and Christmas. Should a holiday fall on a weekend, the federally designated day will be considered the day not worked. **Office** employees are expected to take holidays off unless requested by their supervisor to work.

4. For all current employees who are eligible to request time off: Employees are not guaranteed all holidays off if requested in advance. Requests for any holiday time off must be submitted to your immediate supervisor for review. Considerations will be given based on the number of requests received, length of employment and needs of the individuals supported. Employees should prioritize the holidays they would like to request off and notify their supervisor of their requests as soon as possible.

5. **FORFEITURE OF ETO BALANCE** – All ETO balances may be forfeited if,

- Employment is terminated within the first six months of accruing ETO for non-exempt employees
- In the event of termination as a part of disciplinary action
- If an employee leaves without proper notice

6. **SEPARATION OF EMPLOYMENT** - Employees are required to give a minimum of a two week written notice of resignation in order to be eligible for payment of their ETO balance. To be eligible for payment of their ETO balance they must have been accruing and completed the six (6) month introductory period. If proper notice is given, hours in their ETO balance will be paid at their current rate. The check will be paid at the time they receive their final paycheck.

9. **TERMINATION** - In the event of termination as a part of disciplinary action ETO balances may be forfeited. If written resignation is requested by employee in lieu of termination, ETO balances may be paid out.

- **REHIRES** – If an employee leaves employment and later is rehired, the ETO Accrual Rate will only be reinstated to the previous rate if the absence from employment was less than twenty one (21) days. If an exempt employee is rehired within nine months of the termination of his or her employment, Sick Leave will be reinstated, but ETO will not be reinstated.

Approved by: _____
Human Resource Director

Date: _____