

Paid Time off Policy (PTO)

PURPOSE

The Foster Grandparent program offers a Paid Time Off (PTO) benefit for the purpose of providing Foster Grandparent (FGP) volunteers with the opportunity to take time away from their volunteer assignment without loss of stipend.

The PTO provided will replace all existing Pool Leave, Holiday leave, Bereavement and Administrative Leave allotted under prior policies. It is designed to encompass any absence from the work site, regardless of reason.

EFFECTIVE DATE

This policy is effective July 1, 2010 upon receipt and supersedes any paid leave time policies previously in place.

ELIGIBILITY

All Foster Grandparents participating in the program are entitled to receive this benefit regardless of scheduled volunteer hours. PTO can be utilized immediately upon enrollment into the Foster Grandparent program.

NOTIFICATION-

New Handbooks will be issued in July with attached acknowledgement forms that are to be Signed by the Grandparents and returned to Foster Grandparent Office for verification.

Training on policy and timesheet preparation will commence in June for Site Supervisors.

Foster Grandparents are required to inform the Foster Grandparent office of any absences and may utilize PTO by entering the hours missed from their volunteer assignment on the Timesheet in the PTO section.

ACCRUAL SCHEDULE

PTO will not be accrued per pay period; it will be added to the leave balance biannually as a lump sum on January 1st and the second credit of time will be provided on July 1st.

Any Foster Grandparent enrolled after January 1 or July 1, will be provided a pro-rated PTO balance at the time of enrollment based on the number of months remaining in the calendar year. Anyone enrolled between the 1st and 14th day of the month will be given PTO credit hours for the current month. Anyone enrolled on the 15th day of the month or later will not receive credit for the current month.

PTO is provided on the following schedule based on years of service and a 20 hour volunteer assignment.

✦ 1 – 9 years of service: 140 hours per calendar year.

✦ 10 + years of service: 160 hours per calendar year.

PTO ACCOUNT BALANCE AND CARRY FORWARD LIMITS

The PTO leave balance can be monitored utilizing the biweekly paystub issued to each Foster Grandparent. Any PTO taken will be subtracted from the leave balance as indicated on the timesheet.

PTO time may not be carried forward from one calendar year to the next. Foster Grandparents are responsible for monitoring and taking their PTO over the course of a year so that they do not lose any time provided during the calendar year (January-December). If funding is available, a payout that they

do not lose time provided when the current calendar year ends. If funding is available, FGP's will be notified about a payout as soon as administratively feasible but no later than Nov 1st that a payout may be approved at a maximum of 40 hours each year. PTO is paid at the regular stipend rate.

Disenrollment

Upon disenrollment of the program, a Foster Grandparent who has completed ninety (90) days or more of continuous service may be paid for any PTO balance received but not taken.

PTO may not be donated to another to program participant at any time.