



Policy on Holiday Pay for Employees

The Community Foundation recognizes 10 paid holiday days for all staff as designated below.

The Community Foundation of Dunn County offers part-time employees holiday pay if a holiday falls on the employee's day off. In addition, we observe a holiday on the preceding Friday or the following Monday if a holiday falls on a Saturday or Sunday.

The holiday is paid at a rate equivalent to the FTE in effect at the time the holiday is taken. Hourly employees mark these days as a paid holiday on their timesheets with their average hourly work day.

The Community Foundation regularly observes these holidays annually:

- New Year's Eve
- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- The day after Thanksgiving
- Christmas Eve
- Christmas Day



Policy on PTO Pay for Employees

Definition

Paid time off (PTO) provides all full- and part-time employees with paid time away from work that can be used for vacation, personal time, personal illness, or time off to care for dependents. PTO must be scheduled in advance and have supervisory approval, except in the case of illness or emergency. The PTO policy takes the place of sick, personal time and vacation.

PTO is defined as a benefit and is not a form of compensation.

Eligibility

All full- and part-time employees assigned at least 20 hours per week are eligible to earn PTO, earned on a pay period basis, and credited to an employee's PTO bank each pay period following the pay period in which it was earned. Eligibility to earn PTO is contingent on an employee having worked or utilized PTO for the entire pay period.

Temporary, contract and part-time employees (less than 20 hours per week) are not eligible for PTO.

PTO Earning, Carry Over and Scheduling

PTO will begin to accrue and be awarded immediately upon hire on a per paycheck basis. The annual PTO amount will increase on the employee's 5 and 10 year service anniversaries with the Foundation.

Years of Service	Annual PTO Accrual
0-5 year service anniversary	15 days
6-10 year service anniversary	20 days
11 year anniversary and beyond	25 days

Employees can carry over up to 80 hours of PTO per calendar year. Additional PTO over 80 hours at end of calendar year will be forfeited. In the case of a special circumstance, the Executive Director may approve additional carry over. Requests must be submitted in writing and receive Executive Director approval.

PTO earnings and balances appear on your pay stub and it is each employee's responsibility to monitor their balance and schedule time off accordingly.

In most cases, PTO may be taken anytime during the year providing it does not interfere with the work of the Community Foundation.

Using PTO

Although PTO hours are designed to be more flexible, an employee's time off must be pre-scheduled with and approved by the Executive Director unless the individual is off due to an unexpected illness or emergency. The Foundation may not guarantee that employees will always receive time off when requested; however, the Executive Director will make every effort to accommodate all requests that will not create an unnecessary burden or gap in service for the Foundation.

Exempt employees should use PTO in minimal increments of one half (1/2) day. Hourly employees are encouraged to use PTO in minimal increments of one half (1/2) day, but PTO may be used in hourly increments when necessary.

If a regularly observed holiday falls on the employee's day off or during his/her scheduled PTO period, the individual will receive holiday pay in lieu of the scheduled PTO hours.

Terminating Employment and PTO

Employees that resign or retire will be paid for all unused, accrued PTO. PTO cannot be paid out while employed. It is expected that a terminating employee will work the entire time designated by his/her notice, at the convenience of the Foundation without utilizing PTO.