



*Promoting ecologic and economic resiliency in the Coquille watershed.*

## Paid Time Off (PTO)

### 1. Holidays

**Legal Holidays:** All regular full and part time employees will receive the following legal holidays off with full pay. Temporary employees will not receive paid holidays and will be paid straight time for a holiday actually worked. Employees must use Holiday Time within the calendar year that it is earned, or the time will be lost. Employees cannot receive pay in lieu of holidays.

- New Year’s Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

Under a rare circumstance the Executive Committee may declare a special Holiday. These may not necessarily occur in following years and may be subject to the same rules as legal holiday.

**Holidays on Days Off:** Should a holiday fall on a regular full or part time employee’s normal day off, that employee shall be entitled to another day off. If the holiday is on a Saturday then the Friday preceding the holiday will be given off. If the holiday falls on a Sunday then the Monday after the holiday will be given off. Should a holiday occur during an employee’s vacation or sick leave, that day will not be deducted from the employee’s accrued leaves.

### 2. Vacation

**Accrual:** Full and part time employees are eligible for vacation leave, and accrue paid vacation time as listed below with accrual increasing on the first of each year. **Employees are not permitted to take paid vacation time off that has not yet been accrued.**

| Full Years of Employment | Annual Accrual Percentage* | 1.0 FTE Equivalent Accrued |
|--------------------------|----------------------------|----------------------------|
| 0-24 months              | 4.2%                       | 80 hrs                     |
| 2 (25-36 months)         | 5.0%                       | 96 hrs                     |
| 3                        | 5.5%                       | 104 hrs                    |
| 4                        | 5.9%                       | 112 hrs                    |
| 5                        | 6.3%                       | 120 hrs                    |
| 6                        | 6.7%                       | 128 hrs                    |
| 7                        | 7.1%                       | 136 hrs                    |
| 8                        | 7.6%                       | 144 hrs                    |
| 9                        | 8.0%                       | 152 hrs                    |



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|    |       |         |
|----|-------|---------|
| 10 | 8.4%  | 160 hrs |
| 11 | 8.8%  | 168 hrs |
| 12 | 9.2%  | 176 hrs |
| 13 | 9.7%  | 184 hrs |
| 14 | 10.1% | 192 hrs |
| 15 | 10.5% | 200 hrs |

*\*Estimate of 1904 work hours each year. Percentage calculated from vacation hours/annual work hours (1904).*

**Limit:** We believe that employees need time away from work and that time off is important to the health and well-being of our employees. Vacation hours should be taken in the year in which they are earned. An employee can carry over no more than 40 hours from a preceding year. Up to 40 hours in excess of the 40 hour carryover shall be paid out to the employee at the end of the calendar year. Any additional hours in excess of the carryover and pay out limits will be forfeited. Maximum of 80 hours to be cashed out at termination of employment.

**Notification to Supervisor:** Employees must give their supervisor notice of preferred vacation dates at least two weeks in advance. Due to possible scheduling difficulties employees may not always receive their requested dates off, but every effort will be made by the supervisor to prevent this.

**3. Sick Time**  
**Full and Part Time Regular Employees**

Full time and part time regular employees will accrue 40 hours of sick leave per year. Sick time will not be cashed out under any circumstances, including termination of employment. If an employee is sick but has not yet accrued enough paid leave to cover the time off, the employee may be granted unpaid sick leave or may be permitted to overdraw on paid sick leave, this decision will be made by the Executive Director.

Employees who are unable to report to work due to personal or dependent illness or injury must contact the immediate supervisor on or before each scheduled starting time. If an employee becomes sick during the day, the supervisor or designee must be notified before the employee leaves work.

Sick leave shall be used when an employee is ill or injured, for medical or dental appointments, or when a member of the employee’s immediate family is ill or injured and the employee is needed to avoid unnecessary hardship to the household. Sick leave may also be used as compassionate leave.

CoqWA recognizes that employees may have a family emergency or a personal crisis that causes a severe impact to them resulting in a need for additional paid time off in excess of their available sick time. To address this need, all eligible employees will be allowed to donate



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sick time, in whole hour increments, from their unused balance to their co-workers in need. Employees who wish to donate sick time to a co-worker in need must notify the Executive Director.

### **Temporary Employees**

Temporary and seasonal employees will accrue paid leave at a rate of 1 hour per every 30 hours worked beginning on the date of hire. Employees who are unable to report to work due to personal or dependent illness or injury must contact the immediate supervisor on or before each scheduled starting time. If an employee becomes sick during the day, the supervisor or designee must be notified before the employee leaves work. If an employee is sick but has not yet accrued enough paid leave to cover the time off, the employee may be granted unpaid sick leave but will not be permitted to overdraw on paid sick leave.

Sick leave shall be used when an employee is ill or injured, for medical or dental appointments, or when a member of the employee's immediate family is ill or injured and the employee is needed to avoid unnecessary hardship to the household. Sick leave may also be used as compassionate leave. Employees may use accrued sick time on the 91<sup>st</sup> calendar day of employment and may use sick time as it is accrued. Employees must use accrued sick time in hourly increments. Temporary or seasonal employees may not rollover unused sick leave at the end of the year. If an employee is re-hired the unused prior pool of benefits will not be restored.