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BENEFITS: PAID TIME OFF

Paid Time Off (PTO) is provided for the purpose of rest, relaxation and a planned interruption from the workplace or to attend to personal affairs. PTO is to be taken within the anniversary year granted in order to receive the personal replenishment value intended. Supervisors and staff have the responsibility to plan schedules that meet operating requirements of departments and time off needs of staff. In order to balance and meet service and staffing requirements, staff members and supervisors should plan time off schedules well in advance.

ELIGIBILITY

Full-Time, hourly employees become eligible for PTO after averaging at least 30 hours per week over a 12-month period. The initial date of full-time status will be used as the anniversary date in which PTO will be granted in a lump sum.

Employees working less than 30 hours per week are classified as part-time status and are ineligible for PTO.

ACCRUAL

Full-Time employees are granted in a lump sum of PTO on their full-time status anniversary date based on years of service.

<u>Full Time Employment</u>	<u>Lump Sum in Days</u>	<u>Lump Sum in Hours for Staff averaging 40 hours per week</u>	<u>Lump Sum in Hours for Staff averaging 30 hours per week</u>
Less than 1 year	0	0	0
1 year anniversary	8	64	48
2 year anniversary	9	72	54
3 year anniversary	10	80	60
4 year anniversary	11	88	66
5 year anniversary	12	96	72
6+ year anniversary	13	104	78

USE OF PAID TIME OFF

PTO hours are granted in a lump sum bank system that may be withdrawn in a minimal increment of 30 minutes. The following categories of leave are combined for the purpose of PTO: vacation, personal leave, holiday, sick, jury duty, bereavement, and disability.



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PTO requests may be submitted on paper or electronically. Requests submitted at least 30 days in advanced will be approved based upon business operation needs and current staffing schedule. Requests submitted less than 30 days in advance will be granted on a case by case basis at supervisor discretion.

If a staff member is unable to work due to unexpected emergencies or illness, s/he should notify his/her supervisor as soon as possible, but no later than the starting time of the staff member's day. A staff member must notify his/her supervisor on each day of absence unless other arrangements have been made.

HOLIDAY PAY

City of Vision Eye Care will announce closures in observance of several national holidays at the beginning of the calendar year. All City of Vision Eye Care employees who have completed their 3-month probationary period are eligible for holiday pay. Holiday pay is not to be considered as hours worked in the computation of overtime nor is holiday pay deducted from one's PTO bank.

If a holiday falls on an employee's regularly scheduled day, that employee will receive holiday pay in the amount of their regular straight time rate for the number of hours worked in an average workday. If a holiday falls on an employee's regularly scheduled day-off, that employee will not receive holiday pay for that day.

UNUSED PAID TIME OFF

Any unused paid time off accrued must be cashed out on the last paycheck prior to the staff member's full-time status anniversary date. Paid time off may not be rolled over from year to year.

TERMINATION

Voluntary termination employment with advanced notice (minimum 2 weeks) will be allowed to cash out unused PTO at the time of notice. Voluntary termination of employment without advanced notice (less than 14 days) will result in forfeiture of unused PTO. Involuntary termination of employment due to documented disciplinary action will also result in forfeiture of unused PTO.