



**ONE**  
CHURCH  
MULTIPLE  
LOCATIONS

## PAID TIME OFF (PTO) POLICY

NHC PTO applies to any absence from the job not otherwise covered by a specific time off benefit (holiday pay, jury duty, bereavement leave, etc.). PTO covers all scheduled vacation or personal time off as well as unscheduled situations such as personal illness, family illness, and emergencies.

- PTO is earned from the date of hire or eligibility and accrues every pay period according to the chart below.

Months of service	Hours accrued per pay period	Hours accrued per year	Maximum Annual Carry Over
0 - 11 months	4.000	104	40
12 - 59 months	6.154	160	40
60+ months	8.308	216	80

- Length of service is determined by the Team Member's original hire date, whether original position was PTO eligible or not.
- Team Members will start to accrue the next level of hours per pay period beginning the first pay period after they reach the months of service required for the higher number of hours.
- To be eligible to earn PTO a Team Member must meet the following criteria:
  1. Full-time (working a minimum of 30 hours per week)
  2. Active (Inactive Team Members due to short term disability, long term disability, approved leave of absence, etc. do not earn PTO while inactive)
- PTO is based on a calendar year. On Jan 1<sup>st</sup> of each year, remaining PTO, up to 40 hours for Team Members with 1 – 59 months of service and up to 80 hours for Team Members with 60+ months of service, will be carried over to the next calendar year.

- If a negative PTO balance exists at the time of resignation or termination, the amount will be deducted from the Team Member's final paycheck at the current rate of pay.

***If I have a negative PTO balance at the time of my exit as an employee of New Hope Church, I authorize Insperity to add a deduction equal to the number of negative PTO hours times my current hourly rate of pay to my final paycheck.*** \_\_\_\_\_

*Initials*

I have read, understand and will comply with the guidelines set in this Policy.

\_\_\_\_\_  
Team Member Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date