

Policy of Presque Isle Conservation District Board

**SUBJECT: PAID TIME OFF**

ADOPTED BY THE BOARD OF THE PRESQUE ISLE CONSERVATION DISTRICT ON: \_\_\_3/21/2022\_\_\_

The following policy shall govern

**Paid Time Off**

*Purpose:* The objective of this policy is to establish and define the distribution and appropriate use of paid time off.

Full-time employees who receive fringe benefits are eligible for paid time off. The District Manager shall track full-time employee sick and vacation leave usage to aid in determining paid time off eligibility. Sick and vacation time will be allocated Oct. 1, and the number of hours will be pro-rated based on a new employee's start date.

**Sick Leave:**

PICD employees must notify their supervisor no later than one hour after their start time if they are unable to report to work due to illness. Absences of 3 or more consecutive days due to illness may require validation by a physician or physician's assistant at the discretion of the employee's supervisor.

- Full-time permanent PICD employees with a benefits package shall receive 12 sick days per fiscal year (96 hours). Accrued paid sick time can only be used in the fiscal year during which it was accrued.
- Employees terminating their employment or being terminated from employment with PICD are not eligible to receive a payout of unused sick time.

**Vacation Leave:**

PICD full-time, permanent employees are eligible for paid vacation time. Vacation time must be approved in advance by the employee's supervisor. The employee is responsible for contacting the District Manager or supervisor to verify that accrued vacation time is available. The District Manager shall track full-time, permanent employee vacation accrual and usage for this purpose.

- Accrued paid vacation time can only be used in the fiscal year in which it was accrued. Vacation time cannot be rolled over to the next fiscal year.
- Employees terminating their employment or being terminated from employment with PICD and without cause will be paid for their unused accrued vacation time to a maximum of forty (40) hours. No unused vacation time will be paid to employees terminated with cause.

**Leave Without Pay:**

Full-time, permanent employees may request leave without pay. Requests for leave without pay shall be made to the District Manager for approval. Time off taken by non-full-time permanent employees will be treated as leave without pay, regardless of the circumstances. Full-time, permanent employees may



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request leave without pay if their sick and/or vacation leave balances are exhausted, but the unpaid leave may not exceed a period of 30 days.

**Compensatory Leave/Overtime:**

Compensatory time may be earned by any PICD full-time, permanent employee for hours worked exceeding 40 in a weekly reporting period with the approval of the District Manager or supervisor. Approved compensatory time shall be reported on PICD Timesheets along with regular work hours for each pay period. Compensatory time must be utilized within 6 months of the year following the fiscal year in which it was accrued.

Full-time, permanent employees will be compensated for overtime on a straight time basis. Seasonal employees will be paid on a time and a half basis.

**Bereavement Leave:**

Any full-time permanent employee may be granted up to three consecutive days of paid bereavement leave for the death of a spouse or immediate family member. This includes parents, grandparents, children, grandchildren, aunts, and uncles. Notification should be provided to the District Manager.

**Jury Duty:**

Any full-time permanent employee may be granted up to five paid days of actual jury duty time. The employee must provide a copy of the jury duty summons or notice.

**Federal Holidays:**

Federal holidays are paid days off and are separate from this policy.

Check one:

- I am a permanent, full-time PICD employee.
- I am not a permanent, full-time PICD employee.

\_\_\_\_\_  
*Employee Signature*                      *Date*

\_\_\_\_\_  
*Employee Printed Name*

\_\_\_\_\_  
Chairperson



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