



# JRT PTO Policy 2023

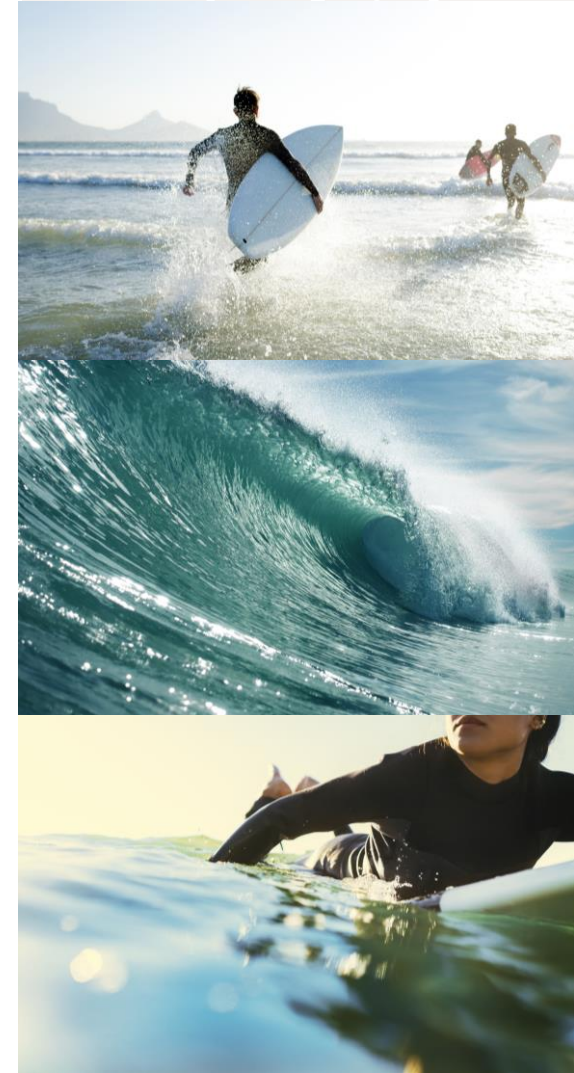


# What is new in 2023

- JRT will not frontload any PTO hours
- All hourly employees will be accruing PTO based on your anniversary date and the hours that you have worked.
- What hours accrue PTO? All except PTO hours. This includes R, O, D, and H
- You will be allowed to carry over 160 hours of PTO.

# Negative hours?

If you have been here for 5 years or less, you will not be eligible to go negative in your PTO Bank (without approval from the HR Manager) and you will not be allowed to go more than 40 hours negative. Without approval these PTO hours will not be paid. If you have been here longer than 5 years, you will be able to go up to 40 hours negative in your PTO bank without approval. If you separate from JRT Mechanical and you have a negative balance, you will be required to repay JRT for this balance.



# PTO Approval



PTO requests can be submitted through your foreman or supervisor or by using the PTO Request Form on the JRT HUB.

# PTO Accrual Chart

Anniv. Date	Years worked	Hours Accrued
Part-time	All	1 hour of Sick Leave for every 40 hours worked
2023	0-1	52 hours
2022	2	2 weeks = 80
2021	3	2 weeks = 80
2020	4	2 weeks = 80
2019	5	2 weeks = 80
2018	6	2 weeks + 1 day = 88
2017	7	2 weeks + 2 days = 96
2016	8	2 weeks + 3 days = 104
2015	9	2 weeks + 4 days = 112
2014	10	2 weeks + 5 days (3 weeks) = 120

# Foreman:

FOREMAN added PTO
Years 1-14: 8 additional hours
Years 15-19: 16 additional hours
Years 20-25: 24 additional hours
Years 26-30: 32 additional hours
Years 31 on: 40 additional hours

Anniv. Date	Years worked	Hours Accrued
2023	New Hire	$52 + 8 = 60$
2022-2019	2	$80 + 8 = 88$
2018	6	$88 + 8 = 96$
2017	7	$96 + 8 = 104$
2016	8	$104 + 8 = 112$
2015	9	$112 + 8 = 120$
2014-2010	10	$120 + 8 = 128$
2009-2005	15	$120 + 16 = 136$
2004-1999	20	$120 + 24 = 144$
1998-1994	26	$120 + 32 = 152$
1993 and on	31	160

- In addition to the accrued PTO criteria, JRT foreman continue to be eligible for additional PTO hours based on their tenure. The additional hours will accrue through the year worked.

# Why is the policy changing?

1.

By law JRT has to show on your pay stub the actual number of PTO hours each employee has accrued and is eligible to use. As PTO hours accrue for each hour worked, this was the only way JRT could stay in compliance. By front loading all the hours, it would not accurately reflect the number of eligible PTO hours each employee would have available and JRT would be out of compliance.

2.

JRT had instances where employees would take 80 hours of vacation in January and then quit with no notice and JRT had no way to recoup the amount of PTO that the employee had not yet earned (accrued) and was overpaid to the employee.

# What can I do if I want to take PTO before I have accrued the hours?

## FIRST OPTION

Keep enough hours in your PTO bank by rolling over your hours to the following year.

Employees are allowed to roll over up to 160 hours from the previous years into the current year.

## SECOND OPTION

Go up to 40 hours negative in your PTO Bank. You are allowed to go up to negative 40 hours in their PTO bank with HR approval.



# Any questions?

This is your time to get any questions you may have answered!

# Thank you

