



Stewards Individual Placement Program Paid Time Off Policy for Hourly Interns



PTO amounts for hourly interns:

Weeks in term	Days of PTO
< 10	2
11-20	4
21-30	6
31-40	8
41-52	10

- PTO must be pre-approved by host site supervisor or mentor
- PTO may be used at any time (if approved)
- Any PTO or holiday must be noted in the member timesheet in the comments field and approved as such by the supervisor
- PTO balances can be tracked on your most recent pay stub. If you just started, please refer to your offer letter for your PTO allowance.

Timesheet Tracking:

- For PTO and Sick Time, please utilize the PTO and Sick columns on your Salesforce Community portal timesheet – See screen shot below. If your position is not eligible for PTO or Sick Time, these columns will not be visible on your timesheet.
- These hours will be tracked via payroll and accounts for on your pay stub. You can find your balance on your most recent pay stub.

▼ Timesheet Totals (Updates on Refresh)

Total Entered Hours: 48.5

Project Hours Total: 40.5
 Other Service Hours Total: 0
 Training/Education Hours Total: 0
 Fundraising Hours Total: 0

PTO Hours Total*: 8
Sick Hours Total: 8**

*PTO must be pre-approved by host site supervisor or mentor and there must be enough PTO available in your balance. You can find your balance on your most recent pay stub.

**Please confirm your available Sick Time balance on your most recent pay stub.

Timesheet Entries(7)

<input type="checkbox"/>	Date	Day of week	Project Ho...	Other Servi...	Training/Ed...	Fundraising...	PTO	Sick Time	Comments/...
<input type="checkbox"/>	05/22/2021	Saturday							Lorem Ipsu...
<input type="checkbox"/>	05/23/2021	Sunday							
<input type="checkbox"/>	05/24/2021	Monday		8					
<input type="checkbox"/>	05/25/2021	Tuesday		8					
<input type="checkbox"/>	05/26/2021	Wednesday				8			
<input type="checkbox"/>	05/27/2021	Thursday						8	
<input type="checkbox"/>	05/28/2021	Friday		8					

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After saving your timesheet entries, refresh the page in order to see your new timesheet totals if they have not updated.

Observing Federal Holidays:

- You are permitted to use PTO on days your office and/or site will be closed due to observance of a holiday
- Hourly interns will be paid on days your office and/or site will be closed due to observance of Federal Holidays. Hours for these days will be recorded within the PTO column.
 - Example- if your office is closed on Thanksgiving Day, you will be paid for that day
 - To indicate holidays or admin leave on your timesheet, please use the comment box to indicate "Holiday" or "Agency Admin Leave"

Observing Federal Holidays:

- If you are summoned for Jury Duty during your service with Stewards. You will not be charged for PTO for the first three days of your Jury Duty service. Please indicate under the PTO column for these dates and list "Jury Duty" in the comments/description.
 - To verify your jury duty, please send documentation to your Program Coordinator and site supervisor/mentor.

****Please note, if you use all your PTO before the end of your term and need a sick day, it will be an unpaid day. In this case you will put "0" in the hours and in the Comments box write "Unpaid Sick Day"***