



Stewards Individual Placement Program Paid Time Off Policy for Hourly Interns



PTO amounts for hourly interns:

Weeks in term	Hours of PTO
< 10	16
11-20	32
21-30	48
31-40	64
41-52	80

- 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 (see directions on pg. 2) 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. See screenshot below:

When viewing paystub online via iSolved:

Address

Conservation Legacy

Check Type:	Regular Check	Voucher #:	V141652
Check Date:	05/17/2024	Gross Pay:	2000.00
Period Begin:	04/27/2024	Gross Wage:	2000.00
Period End:	05/10/2024	Net Pay:	1623.70
Payroll Run #:	73	Check Amt:	0.00

Earnings & Memos*

	Curr Hrs/Units	Curr \$	YTD Hrs/Units	YTD \$
Hourly Rate	80.00	1500.00	800.00	15000.00
*ER BC17-PPO		225.00		1350.00
Non AC Commute				200.00
Housing Allow		500.00		5000.00

Deductions

	Curr \$	YTD \$
BC17-PPO	12.34	74.04

Direct Deposit

Account	Deposit Amount
Checking	

Current Period Leave Accruals

	Hours Accrued	Hours Taken	Available Balance
PTO	0.00	0.00	72.00
Sick	2.66	0.00	30.64

When viewing as a downloaded PDF:

Total:	80.00	2,000.00	800.00	20,200.00	Total:	363.96	3,694.80	Total:	12.34	74.04
	LEAVE ACCRUAL					DISTRIBUTION OF NET PAY				
Accrual Type	Accrued	Taken	Balance	Checking	Account:		Deposit Amount:			1,623.70
PTO Lump Accrual	0.00	0.00	72.00							
Sick State Hrly	2.66	0.00	30.64							

PLEASE NOTE: As an hourly intern, YOU are RESPONSIBLE for tracking your PTO and sick time to ensure you have sufficient balance when requesting time off. See notes in **red text** at end of this document regarding PTO/Sick time submitted that result in an overage from you accrual balance on most recent paystub.

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)

	Date	Day of week	Project Ho...	Other Servi...	Training/Ed...	Fundraising...	PTO	Sick Time	Comments/...
1	05/22/2021	Saturday							Lorem Ipsu...
2	05/23/2021	Sunday							
3	05/24/2021	Monday	8						
4	05/25/2021	Tuesday	8						
5	05/26/2021	Wednesday				8			
6	05/27/2021	Thursday					8		
7	05/28/2021	Friday	8						

No more data to load

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

Observing Federal Holidays and Agency Admin Leave:

- 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 or agency granted admin leave. Hours for these days will be recorded within the PTO column.
 - Example - if your office is closed on Thanksgiving Day or your agency is granted two additional hours of admin leave, you will be paid for those hours.
 - To indicate holidays or admin leave on your timesheet, please use the comment box to indicate "Holiday" or "Agency Admin Leave."

Jury Duty:

- 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.

ATTENTION: It is YOUR RESPONSIBILITY to track PTO through your timesheets.

- **If you use all your sick time and need more, it will be shifted to PTO hours.**
- **If you use all your PTO before the end of your term, any submitted PTO on your timesheet after you utilize all of your PTO will be unpaid hours.**
- **Once all PTO/Sick hours are used, please put "0" in the PTO or Sick hours column (respectively) and in the Comments box write "Unpaid Sick Day"**

