

# Stewards Individual Placement Program Paid Time Off Policy for Hourly Interns

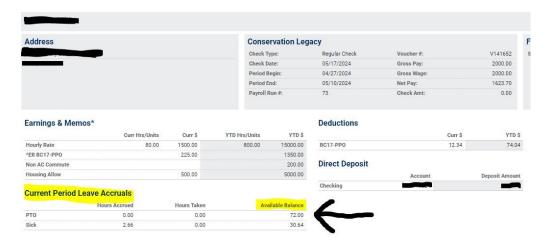


## PTO amounts for hourly interns:

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:



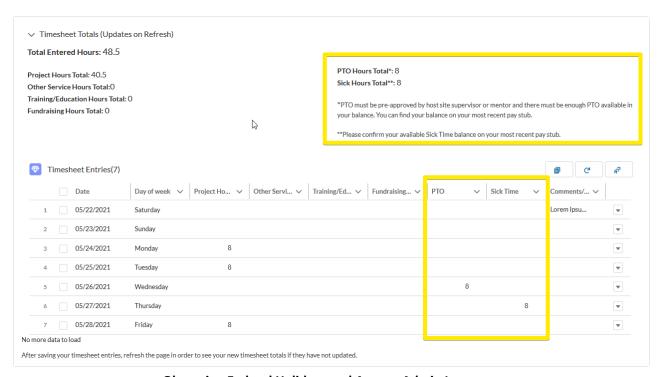
When viewing as a downloaded PDF:

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				10		
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.



#### **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"