



Stewards Individual Placement Program Paid Time Off Policy for Hourly Interns



PTO amounts for 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 supervisors
- PTO may be used any time (if approved)
- Any PTO or holiday must be noted in the member timesheet in the description field and approved as such by the supervisor

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
- Using PTO on a Federal Holiday does not cut into your allotted PTO days noted in above table.
 - Example- if your office is closed on Thanksgiving Day, you will be paid for that day
 - To record in your timesheet:
 - Write in the Comments/Description box "Federal Holiday"
 - Write in 8 hours under "Other Service"

Timesheet Tracking:

- Please put appropriate hours under "Other Service" in your timesheet when you use PTO for personal time or sick leave. In the comments box write "PTO"

****Please note, if you use up all of 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 description box write "Unpaid Sick Day"***