

**EGYPTIAN ELECTRIC COOPERATIVE ASSOCIATION  
POLICY BULLETIN NO. 202**

**SUBJECT: PTO**

**POLICY: Paid Time Off Policy for all Non-Union Employees**

1. It is the policy of the Cooperative to grant paid time off to its employees.
2. All non-union employees shall be entitled to Paid Time Off (PTO). PTO shall accrue at the end of each month in accordance with the schedule set forth in Paragraph 13. New employees shall be entitled to begin using PTO 90 days from their start date. If a new non-union employee starts with less than 40 weeks left in the calendar year, the employee shall receive a pro-rated amount of PTO.
3. PTO may be taken in one-half (1/2) hour increments, with a minimum of twenty-four (24) hours notice (emergencies excepted). Any use of PTO for a period of ten (10) consecutive days or more shall require General Manager approval. Employees shall schedule their PTO with their supervisor and shall not be absent without supervisor approval. Employees shall use the Employee Self-serve entry portal to enter daily payroll and PTO requests. PTO should be scheduled with sufficient lead-time to permit the supervisor to formulate work plans that will enable the necessary functions and operations to be carried out with the least amount of disruption.
4. Up to 40 hours per year of an employee's allotted time under the accrual schedule may be taken for any reason of the employee's choosing. Requests for PTO submitted on short notice in excess of the first 40 hours taken may be denied if the employee's absence will disrupt planned work activities.
5. An employee should not take more time off than they have accrued; the concept of borrowing from future accrued time is discouraged; but may be approved by the General Manager on a case-by-case basis.
6. An employee shall be allowed to donate up to twenty-four (24) hours per year to any other full-time employee.
7. An employee shall be allowed to carry over at year-end an amount not to exceed 520 hours accrual.
8. Excess accrued PTO that exceeds 520 hours as of the close of business on December 31<sup>st</sup> shall be converted to a dollar amount at the employee's current hourly rate of pay as of that December 31<sup>st</sup> and shall be paid to the employee.
9. Upon separation of employment with the Cooperative, an employee shall be entitled to be paid for all unused PTO that was earned up to the date of separation.
10. After six (6) months of continuous employment, a regular employee who is disabled in the course of their employment and who is unable to return to their regular duties shall receive, beginning with their first absence, the difference between the Illinois Workman's Compensation Act payments to which they are entitled under said act and 100% of their regular straight time hourly pay, for the first sixty-five (65) days of their disability. In the event an employee exhausts their PTO and still needs to be absent from work, extended leave PTO may be granted by the General Manager.
11. The number of PTO hours granted per month shall be based on the number of years of service with the Cooperative. The General Manager may grant additional PTO days at their discretion.
12. An employee selected to serve on Jury Duty shall remain on full pay status until excused by the Court.

**PTO Accrual Schedule**

<u>LENGTH OF SERVICE</u>	<u>MONTHLY ACCRUAL</u>	
Start of employment – thru 10 <sup>th</sup> month	4 hours	(1 hour per every 40 hours worked)
Start of month 11 <sup>th</sup> thru 7 <sup>th</sup> year	16.67 hours	(200 hours/year – 25 days per year)
1 <sup>st</sup> month 8 <sup>th</sup> year thru 13 <sup>th</sup> year	20.00 hours	(240 hours/year – 30 days per year)
1 <sup>st</sup> month 14 <sup>th</sup> year thru 18 <sup>th</sup> year	23.34 hours	(280 hours/year – 35 days per year)
1 <sup>st</sup> month 19 <sup>th</sup> year and thereafter	26.67 hours	(320 hours/year – 40 days per year)

**UNION EMPLOYEES:** Vacations for union employees are governed by the bargaining unit agreement with IBEW 702.

Adopted: 7/28/1970  
Revised: 8/24/2004  
Revised: 12/18/2018  
Revised: 12/19/2023

Attested: Gilbert Kroening, Secretary  
Attested: Paul Pyatt, Secretary  
Attested: Randall Campbell, Secretary