

3357:13-16-702 Earned Time Off (ETO) for Part-Time Staff

(A) Employee Eligibility

- (1) Regular part-time employees who are consistently scheduled to work 20 hours/week but less than 30 hours/week will be eligible to receive Earned Time Off (ETO).

(B) Accrual Schedule

Per Hour Accrual	Yearly Max Accrual/Hours
.019	29 hrs.

(C) Accrual

- (1) ETO accrues while an employee is in active pay status.
- (2) A maximum of 29 hours may be accumulated.
- (3) An adequate ETO balance must be accrued prior to usage i.e. ETO cannot be taken in advance of being earned.

(D) Use

- (1) ETO may be used for any reason, including but not limited to, vacation, family needs, personal illness, appointments with healthcare providers, personal business, bereavement and holidays.
- (2) ETO may be used in half hour increments (minimum).
- (3) ETO is subject to approval by supervisors with due consideration being given to staffing requirements, employee's length of service, employee's preference, etc.
- (4) ETO requests must be made in advance to the appropriate supervisor when foreseeable and may not be approved if advanced notice is not provided.

(E) ETO Pay Out

ETO balance will not be paid out when an employee leaves the College.

(F) Leave Requests

Requests must be submitted to the Human Resources office on the Leave Request form.

- (G) A part-time employee that moves to a full-time staff position may transfer accrued, unused ETO to their vacation accrual.

Effective: March 15, 2024

Next Review: March 1, 2029

Review Dates: 4/26/16, 6/14/17, 8/7/19, 3/15/24