

<i>SCHEDULED TIME OFF (STO) AND SICK LEAVE PROGRAMS FOR EXECUTIVE AND NON-REPRESENTED MANAGERS</i>	POLICY	
	Document Number:	AS-HR-PL-3330
	Version Number:	04

1.0 Purpose:

To establish Scheduled Time Off (STO) and Sick Leave programs for Executive and Non-Represented Managers.

2.0 Scope:

This policy applies to Executive and Non-Represented Managers.

3.0 Responsibilities:

- 3.1 The STO and Sick Leave programs shall be administered by the Human Resources Department.
- 3.2 Managers shall be responsible for approving the use of STO and Sick Leave.
- 3.3 Employees shall be responsible for providing timely notice of the need to take time off and providing required documentation.

4.0 Policy:

- 4.1 VTA shall provide Executive and Non-Represented Managers with Scheduled Time Off (STO) and Sick Leave programs that allow for vacation, personal time off, and sick leave.
- 4.2 The STO program replaces the existing Paid Time Off (PTO) program effective on the first day of the first full pay period that includes July 1, 2014, and separates STO and Sick Leave into separate banks.
- 4.3 Executive and Non-Represented Managers' existing PTO hours shall be converted to STO hours effective the first day of the first full pay period that includes July 1, 2014. No PTO hours shall be converted to Sick Leave.
- 4.4 Executive and Non-Represented Managers shall be credited with a fiscal year allocation of 31 days of STO and 8 days of Sick Leave on the fiscal year allocation date (the first day of the full pay period that includes July 1, 2014), and the first day of the full pay period that includes July 1st each year thereafter. Employees who begin employment during the fiscal year shall be credited with a pro-rated amount of STO and Sick Leave, based on the number of days to be worked during the remainder of the fiscal year.
- 4.5 Sick Leave accumulation is unlimited.
- 4.6 STO accumulation is capped at 93 days (744 hours).

***SCHEDULED TIME OFF (STO) AND SICK LEAVE
PROGRAMS FOR EXECUTIVE AND NON-REPRESENTED
MANAGERS***

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- 4.7 Employees with an STO balance in excess of 93 days (744 hours) effective on the STO fiscal year allocation date in 2014 must use or cash out the balance above the cap prior to the fiscal year allocation date in 2015.
- 4.8 When the STO fiscal year allocation (31 days) is made on the fiscal year allocation date of 2015 and each fiscal year allocation date thereafter, any hours over the cap of 744 hours shall be automatically cashed out.
- 4.9 STO may be used for vacation, personal time off work, or other approved time away from work. Sick Leave may be used for an employee's own illness or injury, or to care for a sick or injured family member, as authorized by VTA and applicable laws, subject to the following requirements:

- Vacation/Personal STO: The employee's manager must approve requests for vacation/personal time off in advance. The approval of STO shall be determined after due consideration of employee convenience and business requirements.

Employees may cash out STO balances in excess of 80 hours at any time. Cash-outs must be for a minimum of 40 hours.

Upon separation from employment, the STO entitlement for the fiscal year shall be reduced proportionate to the actual number of days employed in the fiscal year. Any remaining balance shall be paid off at 100%. Should the employee have used more PTO than allowed, based on his/her fiscal year-to-date service, the overpayment shall be deducted from the employee's final paycheck.

- Sick Leave: An employee who has sufficient sick leave accrued may, in any calendar year, use up to half of their annual sick leave accrual to attend to a sick or injured "family member", which for the purposes of this policy shall include only the following: the employee's child, parent, spouse or registered domestic partner, grandparent, son-in-law, daughter-in-law, or sibling, or any person living in the immediate household of the employee. If an employee exhausts half of his or her annual sick leave accrual time in any calendar year to attend to a sick or injured family member, the employee who has sufficient sick leave accrued may, upon return to work, use an additional three days of sick leave, per incident, in order to attend to a sick or injured family member. All VTA conditions placed on the use of sick leave shall apply to the use of sick leave to attend to a sick or injured family member.

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Employees with 10 or more years of VTA employment may cash out accrued and unused sick leave in excess of 320 hours at the rate of 2% for each full year of service (not to exceed 50%), multiplied by the monetary value of such sick leave. Cash outs must be for a minimum of 40 hours.

Upon retirement, death, or separation in good standing, with 10 or more years of VTA employment, accrued and unused sick leave shall be paid at the rate of 2% for each full year of service (not to exceed 50%) multiplied by the monetary value of such sick leave.

- **Bereavement Leave:** Leaves of absence with pay shall be granted in order that employees may discharge the customary obligations arising from the death of a member of their immediate family. For the purposes of bereavement leave, “immediate family” shall mean the mother, father, grandmother, grandfather, son or daughter of the employee or of the spouse or registered domestic partner of the employee, and the spouse/registered domestic partner, stepparent, son-in-law, daughter-in-law, brother, sister, grandchild, brother-in-law, or sister-in-law of the employee, or any person living in the immediate household of the employee.

Up to 40 hours pay shall be granted, which will consist of 24 hours not charged to any balance, followed by 16 hours charged to Sick Leave if necessary. If out-of-area travel is required, up to 72 hours of leave may be taken for bereavement, 32 hours not charged to any balance, and 40 hours charged to sick leave. Out-of-area travel is defined as verified travel in excess of 250 miles from the River Oaks campus.

- 4.10 Upon separation from employment, the Sick Leave entitlement for the fiscal year shall be reduced proportionate to the actual number of days employed in the fiscal year. Any remaining balance may be cashed out according to the terms of this provision. Should the employee have used more Sick Leave than allowed, based on his/her fiscal year-to-date service, the overpayment shall be deducted from the employee’s final paycheck.

5.0 Summary of Changes:

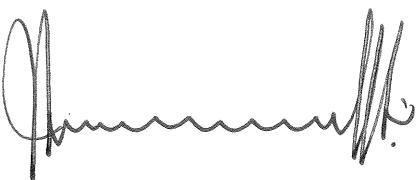
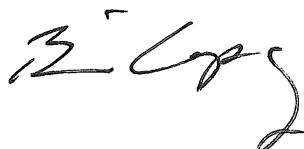

May 2015: Section 4.10 is an addition to the policy.

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March 2014: Changed the Paid Time Off (PTO) program to a Scheduled Time Off (STO) and Sick Leave program. Section 3.1 of the policy was updated to specify administration by the Human Resources Department. Section 4.0 was updated to specify the conversion from PTO to separate STO and Sick Leave banks and the effective date. Capped STO accumulation, and specified STO and Sick Leave cash out provisions.

6.0 Approval Information:

<i>Prepared by</i>	<i>Reviewed by</i>	<i>Approved by</i>
 Sylvester Fadal Deputy Director, HR & Diversity Programs	 Bill Lopez Director of Business Services	 Nuria I. Fernandez General Manager/CEO

6-1-2015
Date Signed

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