



POLICY TITLE: PAID TIME OFF. UPDATED 02/25/24

POLICY NUMBER: 1

DEVELOPED BY: Ocean Park Association (OPA) Personnel Subcommittee, February 2024

APPROVED BY: Executive Committee on 2/29/24

POLICY: The Ocean Park Association values its employees and recognizes the need to provide paid time off to designated full-time employees. This policy is the definitive document and supersedes any other prior documents including the employee handbook.

SCOPE: Full-time employees, those who work 30 or more hours a week over the course of 12 months, are covered by this policy. If, however, an employee is covered under the terms of a written employment contract, executed by OPA President, or other authorized officer, then the terms of that contract would supersede the provisions of this policy.

PURPOSE: The purpose of this policy is to define the terms and conditions for accruing, requesting and taking paid time off for vacation, sick time, holidays and personal time.

RESPONSIBILITY: The Executive Director is responsible for recording, approving and managing all time off. Employees are responsible for recording and submitting accurate time cards in a timely manner to the Executive Director.

VACATION: Full-time employees are provided two weeks of paid vacation that is consistent with their normal hours worked during the work week. For instance, an employee hired into a full-time position, regularly scheduled to work 30 hours a week, would receive 60 hours of paid vacation time each year.

Vacation time earned from the previous calendar year must be taken during the following calendar year. If an employee is hired in the middle of the calendar year, effective January 1st following the employee's initial date of employment, he/she will receive prorated paid vacation time based on the employee's full-time hire date. For example, an employee is hired full-time on July 1st for 30 hours per week. Effective January 1 of the following year, the employee will be eligible for 30 hours of vacation.

Beginning with the fifth calendar year of full-time employment, the employee will receive 3 weeks (90 hours for an employee working 30 hours per week) of paid vacation.

Beginning with the 6th calendar year of full time employment, the employee is eligible for one additional vacation day each year up to a maximum of 20 days (120 hours/ 4 weeks for an employee working 30 hours per week).

For example: a full-time employee is hired into a 30 hour a week position on July 1, 2024. Effective January 1, 2025, the employee has earned 30 hours of vacation to be taken during the 2025 calendar year. Effective January 1, 2026, the employee has earned 60 hours of vacation, to be taken in the 2026 calendar year. Beginning January 1, 2029, the employee has earned 90 hours of vacation to be taken in the calendar year of 2029. Effective January 1, 2030, the employee has earned one additional vacation day (for a total of 96 hours) to be taken in 2030; effective January 1, 2031, the employee has earned two additional days (102 hours), and continues annually until the employee has 20 days (120 hours) of vacation.

Except in unusual circumstances, vacation must be approved in advance by the employee's supervisor. Due to the summer schedule, vacation time taken during the months of June, July and August generally will be limited and are at the discretion of the Executive Director.

Vacation time must be normally used within the 12 month calendar year. With approval from the Executive Director, vacation time consistent with their standard work week can be carried over from year to year. However, such carryover must be used within the first 6 months of the new calendar year. Any carry-over vacation not used within this time will be forfeited.

Vacation time may be requested to be taken in hourly increments.

An employee who leaves employment will be paid for unused vacation time up to what they have earned.

SICK DAYS: Effective after the first month of employment, an employee will be eligible to accrue up to 12 paid sick days (prorated to the amount of hours an employee is hired to work each week); one accrued at the end of each month. An employee will carry over any unused sick days into the next calendar year, accruing up to a maximum of 30 sick days. Once an employee has accrued 30 sick days, the employee will no longer accrue any further sick days until the employee's balance falls below 30 days.

An employee must contact their supervisor as soon as possible, prior to the start of the workday, to inform the supervisor of the employee's inability to report to work due to an illness. The supervisor may require a medical verification from a licensed healthcare provider.

Sick time may be taken for the employee's illness or for an employee's medical appointment with a licensed professional such as a physician, dentist, physical therapist, mental health provider, etc. Use of sick time to attend such appointments can also be used for immediate family members (Child, current Partner/Spouse, Parent). Use of sick time for medical routine appointments must be approved in advance by the Executive Director.

Sick time may be taken in hourly increments. Any accrued sick time is not payable upon leaving employment.

PERSONAL DAYS: Effective each calendar year, full-time employees will be given 2 personal days (prorated to the amount of hours an employee is hired to work each week). Personal Days must be pre-approved in advance by the employee's supervisor.

Based on the employee's initial date of full-time employment, the employee will be eligible to receive a prorated number of Personal Days during the first calendar year of employment.

Personal days may be taken only during the calendar year in which they are earned. Personal days may be taken each calendar year. Unused Personal Days will not be compensated nor can they carry over from one calendar year to another calendar year.

HOLIDAYS: From the first day of full-time employment, a full-time employee will be eligible for the following holidays off with pay:

New Year's Day
Martin Luther King Jr Day
Presidents Day
Patriots Day
Memorial Day
Juneteenth National Independence Day
Independence Day
Labor Day
Indigenous Peoples' Day
Veteran's Day
Thanksgiving Day & Thanksgiving Friday
Christmas Day

If an employee is required to work on a holiday, the employee, with approval from the Executive Director, is to take the equivalent time off within the same pay period in which the holiday occurred. Unused holidays cannot be carried over into another calendar year.

Paid Holidays are not counted as hours worked for the purpose of determining overtime pay eligibility.

An employee is entitled to a Holiday as a paid day off only if the holiday falls on a day of the week that the employee normally works.