

	TRAVIS COUNTY ESD #5 MANCHACA FIRE RESCUE Department Directive	D2019-003
	Management of PTO	Effective: 5/29/2019
		Rescinds: na
		From: C Poole

Paid time off (PTO) is a benefit provided to our qualified members. The parameters for how PTO is accrued and how it can be used is spelled out in our department handbook and department policy. One of the regulations in our handbook is section 6.5.2:

6.5.2. PTO Policies

... You may not take PTO in excess of your accrual balance without written authorization from the Chief, ...

Your PTO is yours to use within the parameters of our rules and regulations. However, you are responsible for using it properly and maintaining awareness of your available balance. Your available balance is listed on each paystub. You can access your paystub online at:

<https://www.paychex.com/login>

Get with Jennifer if you need assistance with your login information.

Keep in mind that the PTO balance reflected on you paystub is the balance as of the end of that particular pay period. Any leave taken since the end of that pay period will not be reflected in your available balance.

Failing to properly track your PTO balance and taking more time than you have available is a direct violation of department policy. An absence without PTO and no prior arrangement with the Chief is absent without leave (AWOL) and can result in disciplinary action. There are provisions in our policies that allow the Chief to grant leave beyond a member’s PTO balance. These provisions are unpaid leave for events such as FMLA qualified events, Education, Military, and Personal leaves. Personal leave is intended to be granted in rare occasions where a particular hardship has been identified that does not apply to other leave types.

In some organizations, leave is divided into categories such as sick time and vacation time. At MFR, all accrued leave is categorized as paid time off (PTO). PTO covers both scheduled absences (such as vacations, medical appointments, etc.) as well as unscheduled events (illness, vehicle breakdowns, etc.). Members should consider retaining a certain number of PTO hours for unexpected events. Ultimately, we are all adults and have the responsibility to properly manage our time between work and our lives outside of work. Baring specific written permission from the Chief, when not on approved leave, members are expected to report for their assigned shift ready for duty.