Purpose:
Mid-Missouri Supported Living, LLC (MMSL) recognizes that employees have diverse needs for time off from work and, as such, Mid-Missouri Supported Living, LLC has established this paid time off (ETO) policy. The benefits of ETO are that it promotes a flexible approach to time off by combining vacation, sick, and personal leave. Employees are accountable and responsible for managing their own ETO hours to allow for adequate reserves if there is a need to cover vacation, illness or disability, appointments, emergencies, or other situations that require time off from work.

Eligibility:
Eligibility is only for permanent, hourly staff, including part-time and full-time positions. PRN (on-call), temporary, seasonal staff and independent contractors are not eligible for ETO. During the new hire probationary period (typically 90 days), ETO usage will not be permitted until successful completion. If a probationary period is extended, ETO eligibility will begin upon completion. If an employee is placed on a new probationary period, after their initial probationary period, ETO hours will continue to accrue, however, the employee will be unable to request time off until the completion of the new probationary period.

Procedures
Availability:
ETO accruals are available for use in the pay period following the completion of the probationary period of employment. If an employee is placed on a new probationary period, after their initial probationary period, ETO hours will continue to accrue, however, the employee will be unable to request time off until the completion of the new probationary period. Mid-Missouri Supported Living, LLC reserves the right to approve or deny all ETO requests for any reason.

Accrual and Payment of ETO:
Accruals are 1 hour earned for every 30 hours worked. The 30 hours worked do not have to be in the same week or pay period to be calculated. Example, if an employee works 64 hours in 1 pay period, they will earn 2 hours of ETO that pay period. If the next pay period, they work 26 hours, they will have earned 1 hour of ETO, as the 4 hours of the previous pay period are counted and will add up to 30 hours worked.

Length of service determines the rate at which the employee will accrue ETO. This time does not accrue on unpaid leaves of absence. Employees become eligible for the higher accrual rate on the first day of the pay period in which the employee's anniversary date falls.

Accrual rates:

Years of Service	Accrual Rate per Bi-Weekly Pay Period	Maximum Annual Accrual*
Less than 1 year – 4 years	1 hour for every 30 hours worked	Up to 56 hours
5-7 years	1 hour for every 30 hours worked	Up to 64 hours
8 years or more	1 hour for every 30 hours worked	Up to 80 hours

*No ETO hours will accrue beyond the maximum accruals listed.

Use and Scheduling of ETO
Employees are required to use available ETO when taking time off from work.

Whenever possible, ETO requests must be submitted at least two weeks in advance. All requests are subject to supervisory approval, department staffing needs, and established departmental procedures. Absences without prior knowledge of your supervisor will be considered a no-call no-show under MMSL's time and attendance policy. An employee may face disciplinary action when the no-call no-show occurs and/or the frequency of unscheduled absences adversely affects the operations of the department. The supervisor may request that the employee provide a statement from a health care provider concerning the justification for an unscheduled absence. A supervisor also reserves the right to approve or deny any ETO request, outside of any legally protected leave (i.e., FMLA).

When ETO is used, an employee is required to use ETO hours according to his or her regularly scheduled workday. For example, if an employee works a six-hour day, he or she would request six hours of ETO when taking that day off. ETO is paid at the employee's straight time rate. ETO is not part of any overtime calculation.

Employees may not borrow against their ETO banks; therefore, no advance leave will be granted.

Employees who have submitted a resignation notice may not submit new ETO requests during their resignation notice period.

Position Change or Separation of Employment

If an employee demotes to a non-benefit-eligible position, whether voluntary or unvoluntary, they will forfeit any unused ETO. If an employee transfers into to a different benefit-eligible position, with a different time off policy, the new time off policy will apply, but year-to-date time off usage will be factored into and subtracted from the new position. If an employee has submitted their resignation notice, no new ETO requests will be approved during the resignation period.

Regardless of the separation cause from Mid-Missouri Supported Living, LLC (i.e., resignation, termination, retirement, etc.), an employee will not be paid out any of the ETO hours accumulated but not used.

Approved by: _____

Robert Palmer, RN, BSN, Owner MMSL