

Subject: FW: 11/13/11 - Research
From: Sharon Stafford <SStafford@dhadal.com>
Date: Tue, 13 Nov 2012 22:58:47 +0000
To: "txtha@texas.net" <txtha@texas.net>

Linda,

Per your request...

Paid Time Off (PTO)

1. Eligibility

All full-time employees, who are working the normal work week, shall earn Paid Time Off (PTO) leave at the rate shown below provided they have worked 80 hours (including holidays, and PTO. Accrual of PTO leave for permanent employees working less than the normal work week shall not receive any PTO Accrual. No PTO leave shall be earned for any time worked in excess of the normal work week.

2. Accrual

Full-time employees accrue PTO days per pay period as shown below:

<u>Years of Continuous Service</u>	<u>Hours</u>
Less than 5 years	5.0
5 years but less than 10	6.0
10 years but less than 15	6.5
15 years but less than 20	7.0
20 years and above	7.5

3. An employee with less than 5 years of continuous employment may not carry over leave in excess of 30 working days or 240 hours into each new calendar year, plus any leave accrued during the calendar year. Employees with more than 5 years of continuous employment may not carry over leave in excess of 40 workdays or 320 hours into each new calendar year, plus any leave accrued during the calendar year. PTO in excess of the authorized accrual shall be lost at the beginning of the first full pay period in January (except, see paragraph 15 in this section).
4. PTO leave accrued in excess of the maximum limitations must be used by December 1st of each calendar year or such excess accrual shall be forfeited by the employee (except see paragraph 15 in this section).
5. PTO leave shall not be earned by an employee during a leave of absence without pay, a suspension without pay, or when the employee is otherwise in a non-pay status. Further, should an employee use his/her PTO leave in conjunction with his resignation from employment, additional leave shall not be accrued during such leave period.
6. No employee shall be allowed to use PTO leave that has not been accrued.
7. No employee shall be eligible to use accrued PTO leave until he/she has completed three months continuous service from the date of employment.
8. PTO leave accrual and usage records for all employees shall be maintained by the Payroll Accountant and shall be based upon the information certified and submitted by the Supervisor signing each employee time record. No PTO leave shall be granted except on the basis of such records.
9. PTO leave may be used for:
- (a) Vacation;
 - (b) Absence due to illness - the DHA employees must provide medical certification to support a request for leave because of a health condition when the leave extends beyond 2 days; and the DHA employees must obtain a fitness for duty report to return to work if the employees were on leave

because of their own health condition.

- (c) Absence due to illness in the employee's family;
 - (d) Absence to transact personal business;
 - (e) In observance of religious holidays other than those listed as the DHA Holidays;
 - (f) For any other reason determined to be in the best interest of the employee and the DHA.
10. An employee's request for PTO leave shall be approved or disapproved by the employee's Supervisor and shall be granted in a manner that will not result in any loss of PTO leave privileges. In scheduling and granting PTO leave, the Supervisor shall give due consideration to the length of the employee's service, the work requirements of the DHA, and the wishes of the employee. The date the leave is to begin and the date the employee is to return to work shall be specified in all leave requests. The determination of the Supervisor on PTO leave schedules shall be final. The PTO leave should be requested and approved in advance (unless utilized for illness or emergency).
11. Absences from work for PTO leave shall be charged according to the actual number of PTO leave hours used by the employee. A PTO leave request shall be completed by each employee and submitted to the Payroll Accountant, after being certified as correct the employee's Supervisor.
12. Upon separation from the DHA, employees shall receive lump sum payment for all unused PTO leave. Such pay shall be at the employee's regular pay rate at the time of separation; however, no such payment shall be made to employees who have served less than three continuous months immediately prior to separation. If an employee dies who has served at least three months continuously, payment for his/her accrued leave shall be made in accordance with governing laws.
13. Except for conditions provided for in paragraphs 12 above, payment for PTO leave shall be made on the employee's regular payday, and advance payment for such leave or payment in lieu of PTO leave shall not be permitted.
14. Employees using PTO leave after the effective date of promotion or demotion to a different classification shall receive PTO leave pay at the rate in effect at the time the PTO leave is taken.
15. PTO Incentive: Full time employees (who have completed the probationary period) may be allowed to convert up to 40 hours of unused PTO time in excess of 20 hours for additional payment. The DHA may, but does not guarantee, provide a onetime opportunity annually to all eligible the DHA employees.

If you any additional information, just let me know.

Sharon R Stafford
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M-Thurs 8:00 am - 5:30 pm
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From: MaryAnn M. Russ

Sent: Tuesday, November 13, 2012 4:44 PM
To: Sharon Stafford
Subject: Fwd: 11/13/11 - Research

Please send Linda Bryant at THA our leave policy

Sent from my iPhone

Begin forwarded message:

From: "Linda Bryant, Texas Housing Assoc." <txtha@texas.net>
Date: November 13, 2012 3:19:47 PM CST
To: "MaryAnn M. Russ" <MMRuss@dhadal.com>
Subject: Re: 11/13/11 - Research
Reply-To: <txtha@texas.net>

interesting leave policy. Sounds like what Dane is doing in his company. Will you share the wording of your policy with us?

MaryAnn M. Russ wrote:

Dallas's regular hours are Mon - Thurs 8 to 5:30 and 8 to 12 on Fridays. We let non :

Sent from my iPhone

On Nov 13, 2012, at 2:11 PM, "Linda Bryant" <news@txtha.net> wrote:

Members would like to know: (Please respond by November 20)

1. Have you gone to a 4-day week or work week other than traditional M-F, 8 - 5?
2. What is your carry-over policy for Sick Leave? Annual Leave?

Thank you!

Linda Bryant
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