



Human Resources PTO & Leave Procedures

HR (8.301)
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Purpose:

Explain how PTO is managed within the company (tracked, approved, and used) within the company.

Procedure:

PTO accrual and tracking

- A) When hired, HR will enter the appropriate PTO accrual amount and correct policy for on-going tracking for each employee in Bamboo under the employee "Time Off" tab.
 - i) Policies must be correct for position and accrual ex.
 - (1) Field PTO Policy as of 6/2023- Foreman, Carpenters
 - (2) Office PTO- 2023 New Policy
 - ii) Some Grandfathered policies in the system still work (PTO- Office & Superintendent)
 - B) Employees will use the Time Off Tab to request PTO (or Time off without pay if no PTO is available), as much in advance as possible. Requests are sent to their manager within Bamboo (EVP level) and approved. HR and the CEO are also copied on the request and the CEO makes the final approval.
 - i) Employees should also relay their requests in e-mail or in person to the Superintendent and/or PM on the job if they are on a team.
 - (1) PTO must be in 4 or 8 hour increments
 - ii) For any issues with approval, manager will discuss with Employee. Approver will also verify with project team before approving.
 - iii) Employees in the field completing time sheets will also note the PTO on the timesheet, or the supervisor will note the PTO on the timesheet.
 - iv) For unexpected days off (emergency or sick days) not approved in advance, Employee, Manager or HR will record that time appropriately in Bamboo and on time sheets.
 - C) PTO is entered into Payroll and tracked on paycheck stubs (Expense 5250 or 5255)
 - i) Payroll tracks field staff accrual (most Field EEs fail to use Bamboo)- see Payroll SOP for instructions on how they track this.
 - D) HR will audit Field Payroll PTO records against Bamboo and update Bamboo Quarterly.
- 2) Extended Illness Bank Tracking
- A) As per policy, EEs can roll over up to 40 hrs of PTO to their PTO bank at anniversary date. Any hours above 40 will move to an Extended Illness bank (EIB) that is tracked by Payroll. To use EIB hours, the employee must meet policy guidelines and have this approved by HR. HR will inform payroll so it can be documented in timesheets/ payroll correctly.
- 3) Time off without Pay or Approved Leave must be approved by Leadership and HR. HR will inform payroll so it can be documented in timesheets/ payroll correctly.