

GMS

Earned Benefit Time

Purpose.

GMS recognizes the importance of time off from work to relax, spend time with family, and enjoy leisure activities. GMS provides paid Earned Benefit Time (EBT) to all employees for these purposes and employees are encouraged to take vacation during the year. Additionally, EBT must be used for days off due to sickness or other personal time.

Policies/procedures.

Full-time employees will accrue EBT according to the following schedule:

Service Period	Monthly Earned Benefit Time Accrual
First Calendar Year (0-12 months)	7 Hours
Calendar Years 2 – 3 (13-36 months)	9 Hours
Calendar Years 4 – 7 (37-84 months)	11 Hours
Calendar Years 8 – 10 (85-120 months)	14 Hours
Calendar Years 11 – 14 (121-168 months)	18 Hours
Calendar Years 15+ (169+ months)	20 Hours

Part-time employees who are regularly scheduled to work 20 to 34 hours per week will be eligible for paid EBT at half the accrual rate of full-time.

Employees may not take paid EBT until they have earned or accrued the time. New employees accrue paid EBT at the start of employment but may not use it until they have completed 90 days of employment. After 3 calendar months of employment, a full-time employee will have 21 hours of EBT available and a part-time (20-34 hours) employee will have 10.5 hours available. This will be in addition to any accrued Earned Paid Leave (EPL) time. For more information on EPL, see Earned Paid Leave Policy.

Employees will be permitted to carry-over up to 80 hours of accrued EBT to the following year, based on anniversary date. A manager of an employee with an EBT balance exceeding 80 hours should make proactive efforts to schedule time off for that employee.

Advancing EBT will be at the discretion of the Executive Director.

EBT will not accrue during leaves of absence, including FMLA, military leave, jury duty, or other approved leave.

EBT may be used with EPL time.

Time off Requests. GMS encourages employees to take time off for vacations and self-care, however it is important to be planful and communicate with your supervisor as far in advance as possible. Requesting time off does not guarantee it will be approved. A supervisor or Department Director may deny time off due to staffing shortages or if the length of time creates a significant burden to a program or department. In most cases, a residential program may not have more than one employee off at the same time.

Employees should submit time off requests to their supervisor for plans of 1 week or more at least 2 months in advance of the requested time off date. A time off request that exceeds 2 weeks must be submitted 6 months in advance and approved by the employee's supervisor, Department Director, and Director of Human Resources.

EBT use must be requested by the employee and approved by the supervisor through *Paylocity*.

Use of EBT in combination of worked hours may not put the employee over their normally scheduled number of hours.

EBT Sell Back. After 12 months of continuous employment, employees will be eligible to sell back, two times per year, a maximum of 40 hours of EBT and/or EPL. The employee must have a minimum remainder of 40 hours of EBT and/or EPL. The selling of EBT and/or EPL is done during the first 3 payrolls in June and the first 3 payrolls in November. To receive payment, employees must submit written requests to the Director of Human Resources.

EBT and Status Change. Status changes occur on the first day of the month following the receipt of the request by Human Resources.

For full-time or part-time (20+ hours) employees who change status to relief or part-time (<20 hours), EBT balances will be paid out in half. The balance will remain available for a period of up to one year should the employee change back to EBT eligible status.