



**RESOLUTION 2022-10**

**DE BEQUE FIRE PROTECTION DISTRICT**

**A RESOLUTION TO UPDATE THE DISTRICT PTO POLICY**

**WHEREAS**, the DFPD of Mesa and Garfield Counties, De Beque, Colorado has asked the Fire Chief and employees to present the Board of Directors an updated PTO policy;

**WHEREAS**, the Fire Chief has presented to the Board of Directors said updated PTO policy;

**WHEREAS**, the DFPD Board of Directors voted during the regular DFPD board meeting on December 13, 2022 to approve an updated PTO policy;

**NOW, THEREFORE**, be it resolved by the Board of Directors of the De Beque Fire Protection District as follows:

1. To update the DFPD PTO policy as voted upon by the Board of Directors on December 13, 2022.

APPROVED AND ADOPTED this 13th day of December by the De Beque Fire Protection District Board of Directors

DE BEQUE FIRE PROTECTION DISTRICT

By Annette Tanner  
Annette Tanner, District Board President

ATTEST:

By Melanie Hansen  
Melanie Hansen, District Board Secretary



## **Employee Leave (PTO)**

Considering the importance of maintaining a sufficient number of employees on duty to perform our duties efficiently and safely, it is necessary to establish guidelines for approving requests for leave time. Top priority shall be given to the managing of employees so as to staff shifts adequately.

### **POLICY**

All leave time must be requested and approved through the District Fire Chief. In the absence of the District Fire Chief, Shift Lieutenants will process requests for leave.

All requests for leave must be submitted to the Fire Chief 2 weeks in advance or more before the date of the leave requested. Leave Request forms that are submitted less than 3 weeks before the date of the leave requested will be automatically rejected unless an emergency exists and will be reviewed on a case by case basis. Submitting the Leave Request form does not guarantee approval of the Leave request.

### **Definitions:**

**PTO:** Applies to FTE and PTE employee. Provides a bank of hours in which the employer pools hours to be used for sick days, vacation days, and personal days. FTE and PTE employees accrue PTO based upon the length of time and work status. PTO covers both sick time and vacation leave time.

**Unpaid Leave:** Applies only to FTE employee. Unpaid leave is time off from work which is provided without pay. When an employee takes or is given this type of leave, he or she retains a position in a company, and many retain benefits as well, but the employee receives no pay.

**Leave Reason Codes:**

**PV – Paid Vacation Day:** Where an employee has worked a holiday and is owed a vacation day. This applies only to 40 hours FTE employee.

**V – Vacation Day Unpaid:** Taking a holiday vacation day that is not part of the vacation package at DFPD-applies to 40 hour employee.

**PL – Personal Leave Paid (PTO):** Taking time off for personal reasons.

**PU – Personal Leave Unpaid:** Taking time off for personal reasons – non-paid.

**ML – Medical Leave:** Up to 5 days PTO – see medical leave.

**FSL – Family Sick Leave:** PTO time used for family sick leave.

**MU – Pregnancy Disability Leave Unpaid:** Taking extended time off after giving birth – non-paid.

**MED – Medical Leave Unpaid:** non-occupational illness or disability, other than pregnancy, childbirth, or related medical conditions.

**JD – Jury Duty Paid:** Three days of jury duty is allowed to be paid by DFPD.

**JDU – Jury Duty Unpaid:** Additional days of jury duty taken.

**MIL – Military Leave Unpaid:** An unpaid leave of absence for required military service.

**WC – Workers Compensation:** A leave of absence because of work-related illness or injury.

**BL – Bereavement Leave Paid:** 3 Additional paid PTO leave of absence to attend the funeral of an immediate family member.

**ATF- Additional Time Off for Funeral unpaid:** In the instance of the death of an immediate family member.

**ST – Shift Trade:** Shift trade must be within same pay period and will not create overtime expense.

**T-Training**

**O – Other – Please explain**

**WCP – Work Related Court Leave Paid:** Mandatory Court Appearance-related to work. 77 | Page  
Adoption Date: President Signature:

**PTO REQUEST PROCEDURES**

**A. General Leave Time Procedures**

1. The District’s Leave Request Form will be used when requesting leave and shift trades. Leave must be processed (i.e., approved or rejected) by the Fire Chief. Leave request forms are available on Vector Solutions and will be filled out electronically.

2. There must be sufficient staffing scheduled on the date of the leave requested in order for the leave to be approved. If approving the person’s leave would cause the District to fall below Minimum Staffing requirements, the request should be rejected.

3. Shift trade time must have prior approval and the Shift Trade form completed. The shift trade must be within the same calendar year.

4. Leave time for classes or training **MUST** be approved by the Fire Chief prior to attendance. Employees must submit the request in writing using the District Leave Request Form. Approved leave for training is not charged to the employee’s PTO balance but is rather considered alternate assignment administrative leave with pay.

5. All leave time requests shall comply with the De Beque Fire Protection District Rules and Operation Standards.

**PTO Accrual- Full time**

Employees will accrue the following amount of leave to be used for vacations, illness and personal leave. PTO will be accrued on a bi-weekly bases. There is no waiting period for new employees to use their PTO once it is accrued.

**Full time shift employees who work a 48/96**

<b>Years of service</b>	<b>Pay check accrual</b>	<b>Hours per Year</b>	<b>Max hours accrued</b>
0-4 Years	11.0	221	336
5-9 Years	13.0	273	384
10-14 Years	15.0	325	432
15-19 Years	17.0	364	480
20+ Years	19.0	416	528

**Full Time Employees who work a 40-hour work week**

<b>Years of Service</b>	<b>Pay check accrual</b>	<b>Hours per Year</b>	<b>Max hours accrued</b>
0-4 Years	9.5	182	248
5-9 Years	11.0	221	336
10-14 Years	12.5	260	384
15-19 Years	14.0	299	432
20+ Years	15.5	338	480

**Using PTO:**

PTO time is a benefit so that employees can take time away from work. PTO time is not considered hours worked for the purposes of calculating overtime. PTO time will not be granted in advance of its accrual. Requests for PTO that fall on designated holidays will be granted based on seniority for each shift for that calendar year. You will not be allowed to request the

same holiday for two consecutive years. Using PTO time on a holiday does not qualify the employee for holiday pay.

**PTO Accrual cap:**

Employees may only accrue to the maximum of the annual hours for their specific category. Once the employee reaches the maximum amount their annual accrual hours, the employee will stop accruing PTO time. See PTO Chart for accrual caps. When PTO is used, the employee will then start to accrue PTO again.

**PTO cash out:**

PTO time is not able to be cashed out unless the employee terminates employment with the De Beque Fire Protection District. Upon separation of employment, the employee will be paid 55% of the unused PTO at your then-current regular rate of pay.

**PTO Donation:**

Employees that have accrued PTO may at their will donate any amount of their PTO to any other employee for any reason. Employees are encouraged to retain some amount of PTO for personal sick leave.

**PTO Accrual- Part time**

**A:** Part-time line employees will accrue 1 hour of PTO for every 24-hour shift worked. Part-time line employees will have a max accrual of 60 hours.

**B** Part-time admin employees will accrue 1 hour of PTO for every hour worked. Part-time admin employees will have a max accrual of 48 hours.

**C:** Part time line and admin employees are not eligible for PTO cash out. They can however donate PTO to all eligible employees.

De Beque Proposed PTO

Line staff			
Years of service	Line staff bi-weekly	Max accrual	Max carry over
0-4	11.07	288	336
5-9 years	12.92	336	384
10-14 years	14.76	384	432
15-19 years	16.61	432	480
20+ years	18.46	480	528

Admin staff			
Years of service	Admin staff bi-weekly	Max accrual	Max carry over
0-4	9.23	240	248
5-9 years	10.76	280	336
10-14 years	12.3	320	384
15-19 years	13.84	360	432
20+ years	15.38	400	480

De Beque Proposed PTO (half)

Line staff

Years of service	Line staff bi-weekly	Max accural	Max carry over
0-4	8.57	288	336
5-9 years	10.42	336	384
10-14 years	12.26	384	432
15-19 years	14.11	432	480
20+ years	15.96	480	528

Admin staff

Years of service	Admin staff bi-weekly	Max accural	Max carry over
0-4	6.73	240	248
5-9 years	8.26	280	336
10-14 years	9.8	320	384
15-19 years	11.34	360	432
20+ years	12.88	400	480