



# YES FOR EARLY SUCCESS COOPERATIVE

## Paid Time-Off Policy

**POLICY NUMBER:** PTO-2025-001

**EFFECTIVE DATE:** [FEBRUARY 1, 2025]

### 1. PURPOSE

The purpose of this Paid Time Off (PTO) Policy is to establish guidelines for the accrual, use, and administration of PTO for employees of YES For Early Success Cooperative while ensuring compliance with Performance-Based State Grant requirements, FLSA, and Washington State labor laws. PTO is designed to provide employees with flexibility for vacation, personal time, and illness, while maintaining programmatic and fiscal accountability.

### 2. ELIGIBILITY

- Full-time Employees (35+ hours per week) are eligible for PTO benefits.
- Part-time Employees (less than 35 hours per week) do not qualify for PTO but are eligible for prorated sick leave in accordance with Washington State law.
- Subcontractors, Contractor and temporary staff are not eligible for PTO.

### 3. PTO ACCRUAL RATES

Our mission is to partner with early childhood education programs and families, providing the resources and opportunities needed to prepare young children for kindergarten and lifelong success. The allocation of shared costs is essential in supporting this mission by ensuring that resources are directed toward programs and services that directly impact the communities we serve.

#### A. Vacation & Sick Leave Accrual

Years of Service	Vacation Days	Sick Leave	Total PTO Days
0 - 1 Year	10 Days	5 Days	15 Days
1 - 3 Years	12 Days	6 Days	18 Days
3 - 5 Years	15 Days	7 Days	22 Days
5+ Years	20 Days	10 Days	30 Days

- PTO accrues at the beginning of each pay period and is calculated based on hours worked.
- Employees must complete their probationary period (60 days) before using accrued PTO.
- Unused PTO may be carried over up to 40 hours per year but must be used within the current fiscal year.
- PTO does not accrue during unpaid leaves of absence.

### 4. PAID HOLIDAYS

YES For Early Success Cooperative observes the following 11 paid holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
  - \*JUNETEENTH!\*
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- One Floating Holiday (employee's choice)



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### 5. PTO REQUEST PROCESS

- PTO requests must be submitted at least 48 hours in advance unless for emergencies.
- Requests must be approved by the employee's direct supervisor and the COO to ensure operational coverage.
- Employees must log PTO in Clockify under the appropriate category (Vacation, Sick Leave, Personal Day).

### 6. GRANT COMPLIANCE & TRACKING

- Since YES For Early Success operates under a Performance-Based Grant, PTO usage must align with grant compliance requirements.
- Non-Exempt Employees must track PTO hours in Clockify to ensure proper documentation for audits.
- Exempt Employees must document deliverables and demonstrate productivity despite PTO usage.
- Any PTO beyond the approved budget allocation will not be reimbursed under the grant and must be covered by administrative or indirect funds.

### 7. SEPARATION & PTO PAYOUT

- Upon resignation or termination, unused PTO is not paid out unless required by Washington State law.
- Employees must provide a minimum of two weeks' notice before separation to remain in good standing.
- Employment with Yes For Early Success is at-will and may be terminated by either party at any time, with or without notice. However, to maintain operational continuity and uphold professional standards, employees are expected to provide a minimum of two (2) weeks' written notice prior to resignation. Failure to provide this notice may impact eligibility for rehire and the payout of any accrued, discretionary benefits.

### 8. ADDITIONAL LEAVE POLICIES

- Bereavement Leave: 3-5 days for the death of an immediate family member.
- Family & Medical Leave: Available per Washington State Family Leave Act (WFLA) and FMLA regulations.
- Jury Duty Leave: Paid leave for court-mandated jury duty.

### 9. EMPLOYEE ACKNOWLEDGMENT

All employees must sign an acknowledgment form confirming they understand this PTO policy.

**By implementing this structured PTO policy, YES For Early Success ensures compliance, transparency, and operational efficiency while supporting employees' well-being.**

Approval & Implementation:

Executive Director: \_\_\_\_\_

CFO: \_\_\_\_\_

COO: \_\_\_\_\_

HR Manager: \_\_\_\_\_

Effective Date: [February 1, 2025]