Paid Time Off

The JCTDA believes that paid time off is important to the health and well-being of our employees and encourages all employees to utilize their paid time off days. All benefit eligible employees will qualify for paid time off, which is accrued per pay period on a pro-rated basis, by fiscal year. The JCTDA has one category for time off, and has combined the traditional sick leave and vacation time into the singular 'paid time off' offering.

All full-time employees, entitled to full benefits, will accrue additional paid time off upon reaching key anniversary dates as follows:

Years of Service	Paid Time Off Days	Paid Time Off Hours
Less than 2 years	14	112
2 years to 5 years	21	168
5 or more years	28	224

An employee is entitled to take paid time off days after working at JCTDA for at least 90 days. The Executive Director has the right to approve earlier paid time off. Paid time off leave is accrued during that 90-day period. Paid Time off days cannot be carried over to the another year.

Employees are allowed to use paid time off prior to accrual for the current fiscal year, up to the accrual limit for the fiscal year. Any time off taken beyond the annual accrual limit will be considered unpaid time off, and deducted from the appropriate pay period in which the time was taken.

Requests for paid time off must be submitted by each employee as far in advance as possible to the supervisor (to be shared with the department head), and the supervisor must approve all paid time off requests. Paid time off must also be recorded on the employee's timesheet.

When a staff member resigns or is terminated from JCTDA, the unused paid time off accrued for that calendar year is prorated, based on the monthly accrual amount. If an employee has taken paid time off in excess of what has been earned, the hours will be deducted from his/her final pay.