



Minnesota Vacation Policy Addendum for Salaried Employees

3.2.1 Effective January 1 of each year, all employees (except employees in their Initial Partial Year of Service) will receive Vacation and Paid Personal Time (PPT) for use in the calendar year as follows:

Years of Service	Vacation	PPT	Total Time
Less than five (5)	112 hours	48 hours	Four (4) weeks
Five (5) to 14	152 hours	48 hours	Five (5) weeks
15 to 19	192 hours	48 hours	Six (6) weeks
20 or more years	232 hours	48 hours	Seven (7) weeks

3.2.2 PPT may be used in four (4) hour increments for the following reasons:

- To cover time missed from work for a reason covered by the Minnesota Sick and Safe Time statute, which includes but is not necessarily limited to:
 - To care for an employee’s own health condition;
 - To care for a Family Member with a health condition;
 - To cover absence due to domestic abuse, sexual assault or stalking involving an employee or Family Member;
 - To cover absence due to closure of PCA or a Family Member’s school or place of care due to weather or public emergency; and
 - To cover absence due to an employee or Family Member being subject to Quarantine because of diagnosis or exposure to a communicable disease.
- To cover time missed from work due to an Unexpected Event; and
- To cover time missed from work due to a Planned Absence provided the employee gives appropriate advance notice and subsequently provides documentation (where applicable).

3.3.1 In addition to Vacation, employees in the Initial Partial Year of Service will receive eight (8) hours of PPT for each full month of employment the employee is anticipated to complete within the year up to a maximum of 48 hours.

- Example: An employee hired in February is anticipated to complete ten (10) full months of employment in their Initial Partial Year of Service. The employee will receive 48 hours of PPT.

- Example: An employee hired in October is anticipated to complete two (2) full months of employment in their Initial Partial Year of Service. The employee will receive 16 hours of PPT.
- 3.4.1 Notification and Documentation:
- An employee must provide his/her manager with as much notice as is practicable when using PPT.
 - If an employee uses PPT for more than three (3) consecutive days, reasonable documentation for the absence may be required.
- 3.4.2 Recordkeeping: An employee is responsible for notifying their manager in writing regarding use of PPT as follows:
- Golden Valley, Minneapolis and Remote employees: An e-mail should be sent to their manager regarding use of PPT. The e-mail should state the date(s) and number of hours of PPT used.
 - International Falls: Employees should record within the Salaried Time Off Banks SharePoint site their use of PPT.
- 3.5 Carryover of PPT: The maximum number of PPT hours an employee may have at any time is 80 hours. Consequently, at the end of a calendar year an employee may carryover a maximum of 32 hours of PPT.
- Example: During the calendar year, an employee uses 28 hours of PPT. The employee may carryover 20 hours of PPT to the next calendar year. At the start of the next calendar year, the employee will have a total of 68 hours of PPT (20 hours of carryover PPT and a new bank of 48 hours issued at the start of the year).

5.0 DEFINITIONS

- 5.1 **Planned Absence:** Any situation where an employee can reasonably provide their manager with advance notice of the need to be absent from work. Such events include but are not limited to: a) scheduled medical appointments; b) school activities; or c) other appointments or activities that an employee can reasonably anticipate will conflict in whole or in part with their scheduled work hours. An employee should provide at least seven (7) days advance notice or as much advance notice as is practicable under the circumstances.
- 5.2 **Unexpected Events:** An unforeseeable event or situation where an employee does not have advance notice and therefore is unable to plan for the partial or full day absence from work. An employee using PPT for an Unexpected Event should provide his/her manager with as much advance notice as is practicable under the circumstances. The notification should include an indication of whether the employee is taking a partial absence (up to 4 hours) or will be absent for the entire day.
- 5.3 **Use of PPT for reasons covered by Sick and Safe:** Notice for a Planned Absence or foreseeable use of PPT should be provided one (1) week prior to the absence. Notice for an Unexpected Event or unforeseeable use of PPT should be provided as soon as is practicable under the circumstances.

6.0 ENFORCEMENT

- 6.1 Any employee who is denied or discouraged from using PPT should immediately bring this concern to the attention of Human Resources. The employee may also leave a confidential voice message for PCA's Corporate Human Resources Department at (877) 643-8722.
- 6.2 Misuse or abuse of PPT may be grounds for disciplinary action.

Effective January 1, 2024