Mt. Gretna Campmeeting Association

Employee Paid Time Off (PTO) Policy

Purpose: Mt. Gretna Campmeeting Association (MGCA) recognizes the importance of time away from work to rejuvenate and recharge. This is an important aspect of your work-life balance; it is crucial to your overall health and well-being.

In turn, there are other commitments that may require your absence from work to bereave the loss of a loved one, to exercise your civic duties, and many more. The following policy will outline those types of leave in detail.

Policy Detail: PTO days are designed to improve the balance between work and personal life. PTO applies to time off used for any reason the employee sees fit (i.e., vacation, personal, sick, well-care, medical appointments, family illness, emergencies, bereavement, jury duty, etc.).

As professionals, employees are responsible for their workload and responsiveness to MGCA community members, outside customers, vendors, and board members. In turn, employees are responsible for addressing and planned tasks/events during their absence prior to their leave with their supervisor.

Eligibility:

Employees are eligible for vacation time based upon:

- Their date of hire as a full-time employee, or
- Their date of receiving full-time status.

Award & Availability:

Annually, full-time employees are awarded twenty (20) PTO days. A day is based upon the regular working hours that any given employee works in one day. There is no accrual ["rollover"] of PTO days. PTO is granted on a first-requested, first-approved basis. Managers approve PTO according to the needs of the MGCA.

Approval:

- A request for PTO must be submitted and pre-approved by the employee's direct Supervisor (this can be an emailed or verbally communicated request). If for any reason the Supervisor is unavailable, the President of the Board of Managers can approve the request for time off.

- If a request for PTO exceeds ten (10) consecutive workdays, that request must be approved by the entire Executive Committee.
- Employees requesting PTO for "sick leave" exceeding three (3) consecutive workdays will be required to present medical documentation for their absence.
- Employees should not use PTO to attend secondary employment matters.

Tracking

Full-time employees are encouraged to keep track of their PTO. The Office Manager and payroll provider will also keep track of PTO as a double-check process.

Discretionary Power: Executive Committee

Dates: Adoption: 09/10/2024 by the Executive Committee
Revision: 11/10/2026 by the Executive Committee, effective 01/01/2027
Rescission: