



EAST HARTFORD, CT BRISTOL, CT SPRINGFIELD, MA WORCESTER, MA WILMINGTON, MA FALL RIVER, MA MANCHESTER, NH

Paid Time Off Policy

Effective January 1, 2019 the following changes were made to the vacation and sick time accrual policy. We have combined them together to create a “Paid Time Off” (PTO) Policy.

PTO encompasses all sick & planned vacation time. If you are out of work during your regularly scheduled business hours it needs to be submitted to the ABSAP Portal.

Use And Scheduling

PTO vacation requests must be submitted through www.ABSAP.com/portal.

All PTO requests are subject to your supervisor’s approval as well as the staffing needs of the business. Length of employment may determine priority in scheduling PTO.

No more than one week of PTO can be taken at one time without management approval.

You may use your PTO hours according to your normal workday. For example, if you work an 8 hours day and need to take off a full day, you must request 8 hours of PTO. PTO is paid at your regular pay rate and is not subject to overtime.

Sick time should be entered when you call out or immediately upon return. Please mark “sick” in the comments/ reason when entering sick time.

Accrual of Time

Full Time Employees (Excluding Drivers)

Years of Service	Available Paid Time Off
Less Than One Year	*Paid Sick Time Policy
1 Year	8 Days (64 hours)
2-4 Years	12 Days (96 hours)
5-9 Years	16 Days (128 hours)
10+ Years	20 Days (160 hours)

Drivers and Part-Time Employees

After one full anniversary year, you shall be entitled to 40 hours of PTO.

*Drivers or Part-Time employees employed prior to January 1, 2017 will continue to receive 80 hours of PTO

PTO time cannot be carried over from one year to the next.

Paid Sick Time (applies ONLY during the first year of employment)

Paid sick time is accrued at a rate of not less than one hour for every 30 hours worked, for all employees beginning at the commencement of employment.

Eligible employees are entitled to use accrued paid sick time beginning on the 90th calendar day following commencement of their employment. Eligible employees may earn and use up to 40 hours of paid sick time in a calendar year.

At the start of the employees second year of employment, the Paid Time Off policy will take effect, eliminating Paid Sick Time.

Payment/ Cash Out

PTO hours can not be submitted for payment in lieu of taking the time.

Upon retirement, resignation or termination, accrued Paid Time Off will not be paid out.

I, the undersigned, understand the policy stated above.

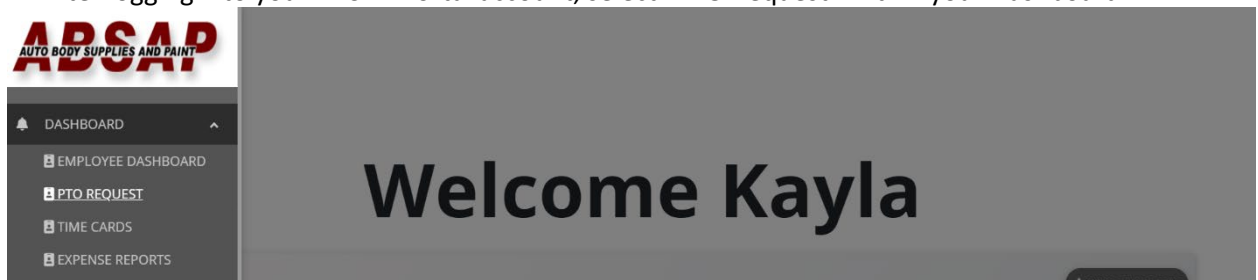
Signature: _____

Date: _____

Printed Name: _____

Entering PTO in the Portal

1. After logging into your ABSAP Portal account, select “PTO Request” within your Dashboard



2. Select “Add New PTO Request”



3. Enter
 - The PTO Start date
 - The PTO End date (will be same as the start date if you are only taking one day)
 - The Number of Hours you are requesting off (i.e. 4 hours for a ½ day, 8 hours for a full day, 40 hours for a full week etc.)
 - Your reason in the notes (vacation, sick, covid etc.), then click “Submit”

PTO Start Date

2021-01-06

PTO End Date

2021-01-06

Number of Hours for this Request

Required

Notes

Disallowed Reason

4. Once approved, your requested time off will appear in the PTO calendar associated with your ABSAP email account.