How do you charge employees PTO when they don't work a standard 8 hour shift? Here’s the situation...we have some employees who normally work 12 or 10 hour days. If they call in sick or take a day off, should they be charged 12 or 10 hours or just 8? In addition, if they are normally a 10 hour shift employee scheduled to work 50 hours in a given week, should they be charged 50 hours of PTO? If a 12 hour employee takes a week off and they normally are scheduled to work 3 days, should they only be charged 36 hours or should it be 40?

1. Our second shift works a scheduled 4 10-hour days. When they take PTO for a day they are charged for 10 hours as that is the amount of time used.

2. Our part-time employees receive 6 hours sick pay, and are allowed to use 6 hours of vacation if they take a day off. We do not normally work more than an 8-hour shift so your situation is a little different. I would have a difficult time making someone use 50 hours of vacation to get full week off. We have always considered 40 hours standard week.

3. We have 2 shifts that work 4 10-hour days. I allow them to take their PTO in whole hour increments. That allows them to decide how many hours PTO they want to use. Some of my employees always use 10 hours PTO for a day off (sick or vacation). Others only use 8 hours PTO for a day off (sick or vacation) and take the other 2 hours unpaid. If they need to leave early for an appointment (usually medical related) they may turn in PTO time for the hours missed – that is their decision. I have allowed the use of PTO in whole hour increments since we went to the 4 10-hour days and it works great. It gives the employees flexibility and control over their PTO time.

   When the employee completes their PTO slip, which they are required to do for pre-scheduled day or for a call-in day, they state how many hours they are using for PTO and how many hours, if any, are unpaid. It is the employee’s responsibility to complete the PTO slip each and every time and then turn it in to their supervisor for approval. We do not complete the PTO slip for them.

   On a related note...we changed to the 4 10-hour days at the request of our employees. It has worked very well for us and allows us to work overtime on a Friday as well. However, our holiday pay is still paid at 8 hours per holiday. We went to the 4 10-hour days as a benefit to the employees because they save on gas, mileage on their vehicle, and get a 3 day weekend. We did not feel that the company should incur the additional cost of holiday pay, which would be a significant amount. We do allow employees to take 2 hours PTO time on a holiday if they want to get paid 10 hours instead of 8 hours for the holiday. Some turn in the 2 hours PTO for the holiday, but many of them don’t.

   Allowing the employees to select how many hours PTO that they want to use has worked great. The employees appreciate it.

4. We do run 12 hour shifts in production, therefore, PTO is issued in hours and would be taken to match the scheduled hours of the shift (i.e. 3 weeks of PTO is simply 120 hours). For example, an associate working 12 hour shifts would inherently have fewer scheduled
work days because of the longer shifts, but still only be scheduled for 36-48 hours per week, so a week off still equates to approximately 40 hours of PTO just like an associate who is scheduled for five 8-hour shifts in a week. Sick days are no different. If they want to be paid for the hours lost, they must burn the equivalent amount of PTO.

5. We allot 8 hours no matter what, for administrative simplicity. When out, you input 8 hours off, unless you are taking partial hours for a doctor’s visit or something. In that case, you put in the time you are out in two-hour increments. Same thing for part-time. We decide the number of days they get off (based on the proportion of hours worked to the full year – e.g. someone who works 1,750 hours per year may get ¾ of the time off allowed to full-time staff). Then they use 8 hours when off. Part-time cannot work overtime in the same week they take PTO.

6. We calculate our hourly employee’s available vacation and PTO by HOURS not DAYS. So if an employee works a 50 hour week and he is entitled to 2 weeks’ vacation, he would have 50 hours/week x 2 weeks or 100 available hours for the year. If he takes a ‘1/2 day’ off, he is charged 5 hours. If he takes a week’s vacation, he is charged 50 hours. Same for the 3 day a week, 12 hour employee – he is 36 hours/week x 2 day’s, 2 weeks vacation/PTO or 72 hours available. This works out really well for us, as the employee knows how many hours he has available and can plan accordingly.

7. We base the amount of PTO hours on total 8 hour days per year. It doesn’t matter if you work 10 or 12 hour shifts – it is still the same number of total hours so let them take the hours as they need to – just base total allowable hours on those 8 hour days.

8. We established what a normal work day was (7.5 hrs.) & pay sick leave & vacation out accordingly. If an individual should happen to work a 10 hr. day & call in sick they would only get paid for 7.5 hrs.

9. We charge ours whatever they are scheduled to work., so if the are scheduled for 12 hours, we use 12 hours, etc. As far as the 36 vs 40, we used to do this where they worked 36 and got paid for 40. At that time when they took a week off, we only charged them the 36 hours of work time. I wouldn't necessarily say that's the thing to do though, I think If they work 36 and get paid for 40, they should be charged the full 40 for a week’s work, unless they accrue less, according to the 36 hour schedule.

10. Our work week is 5-8 hour days, 40 hour work week. We charge PTO accordingly for time off. We also charge PTO time for less than a full day off. We do not allow employees to bank PTO time. We also have a use it or lose it policy, no carry over year to year.

11. We no longer have any employees “scheduled” to work in excess of 8 hours per day. When we did and it was their regular schedule to work 10 hour days we would use 10 hours of their pto for both scheduled or unscheduled days off.

12. When we had 12 hour shifts, if an employee took a day off they had to use 12 hours of PTO, so it would be 36 for a week; even though we let them accrue 40 hour weeks. In weeks where overtime is request, we simply charge PTO for the core workweek, so in the 50 hour example, it would be 40 hours.

13. Hourly employees are all based on an 8 hour work day. They will receive PTO compensation equivalent to an 8 hour sft. If they are out ill, they can choose paid or unpaid but we highly encourage them to use up their PTO days so that we don’t have employees off more than what we are budgeting/scheduling for.
Salaried employees simply receive the same pay whether they are working or using PTO. We don’t dock pay unless they exhaust their full PTO allocation. In that case, we would establish a daily pay rate based on their salary and dock for a full day – regardless of hours worked.

It is important to note, that we do allow salaried employees to work before and after an 8-5 normal day to cover for doctor’s appointments, etc. so they don’t have to use PTO. We also let many of our salaried employees work from home whenever possible and may only charge a ½ day PTO.

14. Our PTO time is based on days worked. Each employee earns 3 days per year or 24 hours. They earn this PTO every pay check. We divide 24 hours by the number of pay checks they receive in the year.

15. All PTO is based on hours and not days. If someone has earned eighty hours of PTO you can pay them for their shift be it ten or twelve hours.

16. We typically pay out what the person is scheduled to work on a given day so that they can be made whole for the week between scheduled worked hours and time off. Therefore, 10 hr shifts are paid 10 hrs of PTO (one day off being 10 of their 40 scheduled hours). Our part-time employees receive a pro-rated total of their benefit based on their weekly scheduled hours. Individual days are then also paid out based on what they are scheduled to work on a given day with the hours subtracted from their prorated balance.