

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 7.4.5

Title: Benefits – Paid Time Off (PTO) Leave	
Originated by: VP of Business Services	Established: 9/21/2005
Revised by: Senior Admin; Human Resources	
Revision Date(s): 6/21/2011; 7/1/2017; 6/19/2024; 9/30/2025; 7/1/2026	

Policy Statement

Paid Time Off (PTO) leave is provided for full-time employees regularly working at least thirty-six (36) hours per week to support personal wellness, work-life balance, and organizational productivity. Manhattan Area Technical College ("MATC" or "College") provides eligible exempt and non-exempt employees with PTO leave benefits in accordance with this policy.

Employees covered by the Manhattan Area Technical College Faculty Association shall accrue and use leave in accordance with the terms of the current Association Agreement.

Rationale

MATC employees are essential to advancing the College's mission and ensuring the delivery of high-quality educational services. PTO leave supports employee well-being by providing time away from work for rest, personal matters, and family responsibilities, helping to reduce burnout, stress, and workload fatigue.

This policy establishes a fair and consistent approach to paid leave that supports employee well-being, promotes job satisfaction, attracts and retains qualified talent, and ensures the effective operation of the College.

PTO Leave Accrual

Active full-time employees scheduled to regularly work at least thirty-six (36) hours per week are eligible to accrue PTO leave.

Seasonal employees, part-time employees, and full-time employees regularly scheduled to work fewer than thirty-six (36) hours per week are not eligible to accrue PTO leave under this policy.

Eligible employees accrue PTO at the same rate regardless of exempt or non-exempt classification or years of service.

Eligible employees will receive ten (10) hours of PTO on their first day of employment with the College. These initial 10 hours will be available for immediate use. Thereafter, eligible employees shall accrue ten (10) hours of PTO upon completion of each pay period.

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Accrued PTO shall be available for use on the first day of the pay period following the pay period in which it was earned.

Carryover and Maximum Accrual

Eligible employees may accumulate and carry forward no more than one thousand (1,000) hours of PTO from one fiscal year to the next.

For purposes of this policy, the fiscal year runs from July 1 through June 30.

Any PTO balance exceeding 1,000 hours after the first payroll of the new fiscal year shall be forfeited and transferred to the Catastrophic Leave Bank in accordance with Policy 7.8.3.

PTO Leave Request Procedures

The College maintains an annual calendar outlining operating hours and scheduled closures. Employees eligible for PTO must submit leave requests for any absences from the scheduled work hours.

PTO leave may be used in increments of no less than thirty (30) minutes (0.5 hours).

Employees are expected to submit PTO requests as far in advance as reasonably practicable through the College's designated timekeeping and leave request system. As a general guideline, employees should provide advance notice equal to the length of the requested leave whenever feasible (for example, an employee should provide one week's notice for one week of leave).

Employees who are unable to report to work due to illness, emergency, or other unforeseen circumstances must notify their supervisor as soon as reasonably possible with a minimum of one-hour advance notice being preferable.

In addition to submitting leave requests through the designated system, supervisors may require leave requests or notifications to be submitted through official College email or another approved communication system (e.g. Teams messaging).

In the absence of the employee's immediate supervisor, leave requests shall be submitted to the appropriate administrator for review and approval.

Employees may not use PTO that has not yet been accrued and made available for use.

When approved leave exceeds an employee's available PTO balance, or when PTO is otherwise unavailable, the absence may be unpaid unless another applicable leave benefit or legal entitlement applies.

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Supervisor Review, Approval, and Denial of Leave Requests

Supervisors will review leave requests upon receipt and may approve or deny requests based on staffing needs, operational requirements, departmental scheduling, and the employee's available PTO balance. Supervisors should communicate approval or denial as promptly as practicable and provide the reason for any denial.

Employees who are not eligible for PTO benefits, or who do not have sufficient accrued PTO to cover an approved absence, may be granted unpaid leave with supervisor approval. All approved unpaid leave must be documented in writing by the supervisor. Unpaid leave may result in a prorated reduction of the employees' wages for the applicable pay period in accordance with federal, state, and local law.

Supervisors shall not deny leave requests which are classified as protected by federal, state, or local law, or for which the college may not penalize an employee for taking leave. Examples of protected leave include:

- Leave protected under the Family and Medical Leave Act (FMLA);
- Military leave;
- Jury Duty service;
- Leave provided as a reasonable accommodation under the Americans with Disabilities Act (ADA);
- Leave based on Religious accommodations; and
- Other legally protected leave rights.

Supervisors should notify human resources when they anticipate denying requests for leave to ensure that the employee absence does not qualify as protected leave. Employees should notify human resources if they suspect a denial of leave may violate their protected leave rights or workplace accommodation.

Human Resources may request reasonable documentation from the employee and/or supervisor when necessary to:

- Verify eligibility for legally protected leave or accommodations;
- Support a request for extended leave or recurring absences; or
- Comply with applicable laws, regulations, or College policies.

Requests for medical information shall be limited to information reasonably necessary to administer the leave or accommodation and shall be handled through the Human Resources

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Office. Documentation may include healthcare provider certifications, jury duty summonses, military orders, or other supporting records as appropriate.

Failure to comply with applicable notice, documentation, or leave administration requirements may result in delays in approval, designation of leave as unpaid where permitted, corrective action, or other action consistent with applicable law and College policy.

MATC shall administer this policy in accordance with all applicable federal, state, and local laws. If any provision of this policy conflicts with applicable law, the law shall control and the remainder of the policy shall remain in effect.

Abuse of PTO Leave

The following actions may constitute abuse of PTO leave and may result in disciplinary action, up to and including termination of employment:

- Failure to timely notify a supervisor of a leave request or absence;
- Failure to accurately record leave in the College's timekeeping system;
- Attempting to use PTO that has not been accrued or is otherwise unavailable;
- Repeated patterns of PTO usage that reasonably suggest misuse of leave benefits and are not otherwise protected by law or approved through established accommodation or leave processes; or
- Unauthorized absences, excessive unapproved leave, or repeated failure to meet attendance expectations after supervisory counseling and consideration of applicable leave protections.

Holidays, Closures, and Waiver of PTO

Employees eligible for PTO benefits are not required to use PTO when the College is closed for recognized holidays or paid closures approved by the President or the President's designee, including closures due to inclement weather or other emergency conditions.

Any recognized College holiday or paid closure occurring during an approved PTO period shall not be charged against the employee's PTO balance.

Employees may not waive PTO or elect to receive compensation in lieu of using available PTO except as expressly provided by this policy.

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Payment of Unused PTO Upon Separation

Employees who resign or retire, and employees who are separated without cause, shall be compensated for up to eighty (80) hours of accrued and unused PTO as of their separation date.

For purposes of this policy, an employee who resigns or retires is considered to be in good standing if the employee:

1. Provides at least two (2) weeks' written notice of resignation, unless waived by the College; and
2. Has no unresolved corrective action, policy violation, or misconduct that would otherwise constitute termination for cause through the final day of employment.

Employees terminated for cause are not eligible for payout of unused PTO.

For purposes of this policy, "cause" includes, but is not limited to:

- Gross misconduct;
- Theft, fraud, or dishonesty;
- Violation of College policies or procedures;
- Insubordination;
- Acts of violence, harassment, or discrimination; or
- Other serious conduct justifying immediate termination.

The maximum payout of accrued and unused PTO upon separation is eighty (80) hours. Any accrued PTO exceeding eighty (80) hours shall be transferred to the Catastrophic Leave Bank in accordance with applicable College policy.

In the event of an employee's death, payment for up to eighty (80) hours of accrued and unused PTO shall be made to the employee's estate or lawful beneficiary in accordance with K.S.A. 44-318.

Questions regarding PTO leave procedures, accruals, usage, or related matters should be directed to the Human Resources Office.