



Paid Time Off Program

Paid Time Off (PTO) is part of Scott County’s Total Reward for staff. The program covers Non-Bargaining, HHS Supervisors, AFSCME, Attorney's Association, LELS Deputized Sergeants, LELS Deputies, MNPEA Dispatchers, MNPEA Dispatch Supervisors, Corrections Sergeants, and Corrections Officers.

PTO hours are used for sick days, vacation time, and other personal time off from work. You must obtain approval in advance from your supervisor before using your PTO hours.

Scott County automatically provides this benefit for eligible employees. No enrollment is required.

Who is eligible – You are eligible for PTO if you are classified as a permanent or probationary full time or part time employee. Unclassified full time temporary employees shall not be eligible for PTO unless eligible for other county benefits.

PTO benefits are accrued in hours based on working a maximum of 80 hours per pay period. No PTO credit is earned for hours worked in excess of 80 hours per pay period. For those who work less than 80 hours per pay period, the earned hours will be prorated based on actual hours paid.

PTO Donation – Employees may donate accrued PTO to the Emergency Medical Leave Sharing Program (EMLS) to assist coworkers experiencing medical hardship. See Emergency Medical Leave Sharing Program Policy for details.

Extended Sick Leave – There is no accrual for Extended Sick Leave (ESL). Maximum balance for ESL is 280 hours. This bank may be used for future illnesses or injury of the employee or the employee’s immediate family. See Leaves of Absence Policy for details.

PTO ACCRUAL RATE

YEARS OF SERVICE	PTO EARNED PER HOUR	MAX PTO EARNED PER PAY PERIOD* (IN HOURS)	PTO EARNED PER YEAR*	PTO MAXIMUM (IN HOURS)
0 - 2 years	.08076	6.46080	168 hours/21 days	480
3 - 6 years	.09230	7.38400	192 hours/24 days	480
7 - 11 years	.10384	8.30720	216 hours/27 days	480
12 - 17 years	.11538	9.23040	240 hours/30 days	480
18+ years	.12692	10.15360	264 hours/33 days	480

*Assumes you work full-time – 2,080 hours in a calendar year. An employee will not accumulate PTO hours that exceed the maximum balance.

***Notice for PTO-earning Employees:** The first 48 hours of PTO leave used annually, on a calendar year basis, will be designated as ESST. Under the PTO program, available PTO leave time, with proper approvals, may be used for an ESST purpose. If all available PTO hours are used for reasons other than those outlined in MN Law for ESST, additional ESST hours will not be provided.