



Making Workplaces Great for 100 Years.

## ERC Member Poll Results

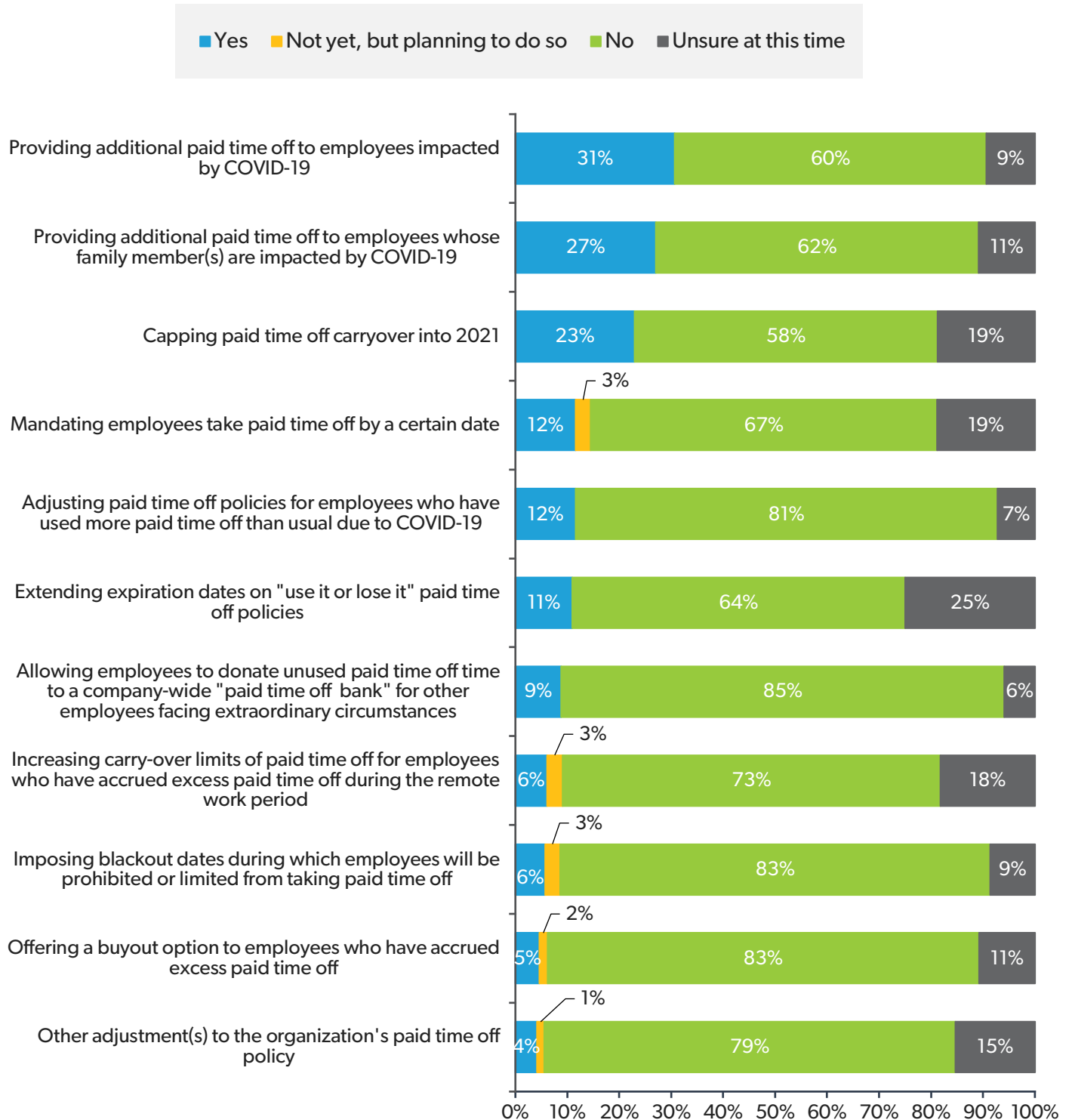


# Managing Paid Time Off During COVID-19

June 2020

# Managing Paid Time Off During COVID-19

**FIGURE 1 |** As a result of the unique set of circumstances created by the COVID-19 outbreak, is your organization making any of the following changes to its paid time off policy?



Participants were asked for additional information based on their response to the question displayed in **FIGURE 1**. The responses provided are summarized in **FIGURES 1a-1o** below.

---

Participants who selected, **extending expiration dates on "use it or lose it" paid time off policies**, were asked:

**FIGURE 1a** | If **yes**, please briefly describe the adjustment:

In general, responses covered the following:

**Extending 2019 carryover date**

- Moved deadline for use of 2019 carryover from June 30 to Dec 31, 2020

**Extending 2020 carryover date**

- Allowed employees to carry over a maximum of 25% of their vacation time into 2021 with the condition that it must be used by June 30, 2021.

**Extending carryover date to another deadline**

- The expiration dates on compensatory time have been extended from 180 days to 365 days
- We will extend the expiration date a few months.
- Use by 9/25/20 or pay out

**Increased amount of rollover**

- Increased PTO rollover to 10 days
  - We have increased the amount of Vacation time someone can rollover at their anniversary date from 40 hours to 80 hours
- 

Participants who selected, **providing additional paid time off to employees impacted by COVID-19**, were asked:

**FIGURE 1b** | If **yes**, how much additional paid time off?

In general, responses covered the following:

**Based on federal guidelines**

- Following FFCRA guidelines
- 2 weeks sick time
- Utilizing FFCRA available time before charging PTO hours
- 3 days beyond the federal regulation of 10 days

**Case-by-case basis**

- As needed
- Varies
- We have not had anyone contract COVID but have several employees who have spouses working in healthcare and provide time for them to assist with childcare, etc. as needed.
- Provided Paid Administrative Leave to some employees who did not have work during in April and through May 15, 2020. Allowed employees to use sick leave if did not want to be available for work until June 1, 2020.

**Unlimited paid time off**

- Unlimited for COVID-19 related issues; will continue to evaluate as situation evolves
- We have continued to pay all employees their full wages regardless of whether they could fulfill their regular work hours. We also will provide paid time off if someone needs to quarantine to care for themselves or a family member.

*Participants who selected, **providing additional paid time off to employees whose family member(s) are impacted by COVID-19**, were asked:*

**FIGURE 1c | If yes, how much additional paid time off?**

In general, responses covered the following:

**Based on federal guidelines**

- Following FFCRA guidelines
- 2 weeks sick time
- Utilizing FFCRA available time before charging PTO hours
- 3 days beyond the federal regulation of 10 days
- Can use up to 2 consecutive weeks of quarantining if they live or were in close contact with the family member

**Case-by-case basis**

- As needed
- Varies
- Prior to FFCRA, allowed employees to use sick leave for children home from school. Later, FFCRA became available.
- 3 days beyond the federal regulation of 10 days

**Unlimited paid time off**

- Unlimited based on circumstances; will continue to evaluate as situation evolves

**Based on symptoms**

- Until symptoms have been gone for 72 hours.
- 

*Participants who selected, **increasing carry-over limits of paid time off for employees who have accrued excess paid time off during the remote work period**, were asked:*

**FIGURE 1d | If yes, please briefly describe the adjustment:**

In general, responses covered the following:

**Increased PTO rollover allowance**

- Up to 10 days (double the standard rollover allowance)

**FIGURE 1e | If not yet, but planning to do so, please briefly describe the adjustment:**

In general, responses covered the following:

**Will increase PTO rollover allowance**

- Up to 10 days (double the standard rollover allowance)
  - Allowing *more* rollover, but *not* unlimited
- 

*Participants who selected, **adjusting paid time off policies for employees who have used more paid time off than usual due to COVID-19**, were asked:*

**FIGURE 1f | If yes, please briefly describe the adjustment:**

In general, responses covered the following:

**Offering additional paid time off outside of usual PTO**

- 14 days of 'COVID-19 pay' before PTO must be used
- Paying extra sick time to cover gap between standard sick and FFCRA leave

- Temporarily increasing PTO allowance to accommodate needs
- Paid Administrative leave was available for a 6-7 weeks, but not beyond May 15, 2020
- Case-by-case/as needed basis

#### **Introducing flexibility into attendance policy**

- Can use any category of paid time (vacation, holiday or sick pay) to cover any absence
- Relaxed attendance policy, i.e., waiving points for call-off absences, and review of sick time use

*Participants who selected, **offering a buyout option to employees who have accrued excess paid time off**, were asked:*

**FIGURE 1g | If yes**, please briefly describe the adjustment:

In general, responses covered the following:

#### **Buyout offered over certain timeframe**

- Offered a cash-in option of up to 50% of accrued time from the first half of 2020.
- If not used by end of 3<sup>rd</sup> quarter, organization will offer buy-out on remaining paid time off

*Participants who selected, **capping paid time off carryover into 2021**, were asked:*

**FIGURE 1h | If yes**, please briefly describe the adjustment:

In general, responses covered the following:

#### **Capping at a specific number of days**

- Set a maximum carryover of 3-10 days (exact number of days varied)

#### **Carryover must be used by a specific date**

- Carryover must be used in 1<sup>st</sup> quarter of 2021

#### **Payouts instead of carryover**

- No carryover permitted – instead will payout the balance of paid time off at the end of 2020

*Participants who selected, **imposing blackout dates during which employees will be prohibited or limited from taking paid time off**, were asked:*

**FIGURE 1i | If yes**, please briefly describe the adjustment:

In general, responses covered the following:

#### **Limits on taking paid days off during specific timeframes**

- Limiting number of days off that can be taken in 4<sup>th</sup> quarter
- Limits on PTO use were in place during March/April – back to normal now

**FIGURE 1j | If not yet, but planning to do so**, please briefly describe the adjustment:

In general, responses covered the following:

#### **Will adjust to maintain necessary staffing levels**

- Certain areas of the business will have limits within the organization (i.e., production lines, etc.)
- Limits around the winter holidays are likely

Participants who selected, **mandating employees take paid time off by a certain date**, were asked:

**FIGURE 1k** | If **yes**, please briefly describe the adjustment:

In general, responses covered the following:

**Mandatory office closures**

- Setting mandatory office closure to be covered by PTO

**Same requirements for all employees**

- Use vacation time by end of year
- End of year – no (or limited) rollover
- Asking employees to schedule out time off now through end of year

**Requirements vary by employee/group**

- Use by anniversary date for each employee
- Requirements vary by position – exempt roles required to use certain amount of PTO by end of year

**FIGURE 1l** | If **not yet, but planning to do so**, please briefly describe the adjustment:

One response was received, and it is summarized below:

**Will mandate use based on amount held**

- Will mandate that employees above a certain threshold of accrued paid time off start using it.
- 

Participants who selected, **allowing employees to donate unused paid time off time to a company-wide "paid time off bank" for other employees facing extraordinary circumstances**, were asked:

**FIGURE 1m** | If **yes**, please briefly describe the adjustment:

In general, responses covered the following:

**Already part of policy**

- Paid time off bank donations were already part of the organization's policy

**Certain groups asked for donations**

- Specifically reached out to exempt employees for donations of "hours"

**For those impacted by COVID-19**

- Set up a new leave donation pool for those impacted by COVID-19 and have exhausted paid time off
- 

Participants who selected, **other adjustment(s) to the organization's paid time off policy**, were asked:

**FIGURE 1n** | If **yes**, please briefly describe the adjustment:

One response was received, and it is summarized below:

**Combination of adjustments**

- Using a combination of adjustments including, mandatory office closure during the winter holidays to be covered by PTO and a limit on percent of accrued PTO that can be taken during the second half of 2020.

**FIGURE 1o** | If **not yet, but planning to do so**, please briefly describe the adjustment:

One response was received, and it is summarized below:

**Will aim to maintain/improve time off offerings as a benefit**

- Planning to address time off issues on case-by-case basis in order to help employees through this unusual time.

# Demographics

---

In total, 79 Northeast Ohio employers participated in the poll, which was conducted on June 22, 2020. The breakdown of the industries and organizational sizes (by employee count) they represent is displayed in **FIGURE 2** below.

**FIGURE 2 | Industry & Organizational Size**

	Percent
<b>Industry</b>	
Health and Human Services	4%
Hospitality/Entertainment/Media	0%
Manufacturing	49%
Nonprofit - Other	15%
Professional or Technical Services	18%
Wholesale/Distribution Trade	8%
Construction	3%
Other	4%
<b>Organizational Size</b>	
1-25	14%
26-149	53%
150-499	26%
500 or more	8%

ERC Member Poll Results

# Managing Paid Time Off During COVID-19

---



**Follow us online for the latest surveys from ERC**

 [yourERC.com](https://yourERC.com)

 [@connectwithERC](https://twitter.com/connectwithERC)

 [linkedin.com/company/erc\\_2/](https://linkedin.com/company/erc_2/)