



TOLEDO AREA REGIONAL TRANSIT AUTHORITY

RESOLUTION NO. 66-23

AUTHORIZING THE ADOPTION OF  
THE TOLEDO AREA REGIONAL TRANSIT AUTHORITY  
NON-UNION EMPLOYEE PAID TIME OFF POLICY

WHEREAS, it is necessary to provide non-union employees with fair and equitable time-off to provide a robust work/life balance; and

WHEREAS, each non-union employee receives a bank of Paid Time Off (PTO) based on their seniority or negotiates current time off; and

WHEREAS, this new Paid Time Off (PTO) bank supersedes previous grandfathered time off; and

WHEREAS, the maximum amount that a person can have in their Paid Time Off (PTO) bank is one year; and

WHEREAS, Paid Time Off (PTO) is to be used for all time away from work, such as vacation, sick, personal day, bereavement, and half days; and

WHEREAS, Paid Time Off (PTO) may be taken in no less than four-hour increments.

WHEREAS, employees with prior service credit with the State of Ohio shall be allowed to have their prior service taken into account when calculating Paid Time Off (PTO).

WHEREAS, employees terminated and entitled to but not received earned Paid Time Off (PTO) will receive pay for any remaining unused balance.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOLEDO AREA REGIONAL TRANSIT AUTHORITY, OHIO:

SECTION 1. That TARTA adopts and implements the proposed Non-Union Employee Paid Time Off Policy.

SECTION 2. That effective on January 1, 2024, through December 31, 2024, existing Non-Union Employees and New Hire Non-Union Employees be allowed to go negative 40 hours.

SECTION 3. That this resolution shall become effective immediately upon its adoption.

ADOPTED: December 14, 2023

ATTEST:

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President

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Secretary-Treasurer