



CCNM Individual Placement Program Paid Time Off Policy for Hourly Members



All Hourly Members:

- You are paid an hourly wage, so your paycheck will vary based on the number of hours you work.
- Hourly members (both full-time and part-time) residing in states with mandated paid sick leave (NM, AZ), will accrue one hour of sick leave for every 21 hours actually worked. You will see the accrual and balance on your pay stub. TX and OK do not have mandated paid sick leave.

Full-time Members:

Hourly members must work at least 32 hours to be considered full-time and will be paid for the same federal holidays as observed by their site. **If your position includes paid time off, the number of hours will be noted in your offer letter** and available as a lump sum. Your balance will be noted on your pay stub during your term. You are not guaranteed time off – it is determined by your supervisor and must be approved beforehand. See Time Sheet Tracking section below for documenting PTO and Sick Leave.

Part-time Members:

Members who regularly work under 32 hours are considered part-time and not eligible for paid time off, paid federal holidays, or health benefits. Part-time members who work in NM and AZ will accrue one hour of sick leave for every 21 hours actually worked. You will see the accrual and balance on your pay stub. See Time Sheet Tracking section below for documenting Sick Leave. TX and OK do not have mandated paid sick leave.

PTO for Full-time Hourly Members:

- PTO must be pre-approved by host site supervisor or mentor
- PTO may be used at any time (if approved)
- Any PTO or holiday must be noted in the member timesheet (see directions below) in the comments field and approved as such by the supervisor
- PTO balances can be tracked on your most recent pay stub. If you just started, please refer to your offer letter for your PTO allowance. See screenshot below:

[REDACTED]				Pay Date: 01/24/2025	
[REDACTED]				Pay Period: 01/04/2025-01/17/2025	
Earnings:					
Hours		Current	YTD	Tax Allowance Settings:	
Hourly Rate	[REDACTED]	[REDACTED]	[REDACTED]	Federal:	Single/Married Filing Sep.
Gross Pay	[REDACTED]	[REDACTED]	[REDACTED]		Form W-4 2020 And Later: Yes
Taxes Withheld					Two Jobs: No
Taxable	Taxable YTD	Current	YTD		Clims Dependent: \$0.00
FIT	[REDACTED]	[REDACTED]	[REDACTED]		Deduction: \$0.00
FICA	[REDACTED]	[REDACTED]	[REDACTED]	New Mexico:	Other Income: \$0.00
MEDI	[REDACTED]	[REDACTED]	[REDACTED]		Allowances: 0
SIT/NM	[REDACTED]	[REDACTED]	[REDACTED]		Deductions: 0
WC/NM	[REDACTED]	[REDACTED]	[REDACTED]		Filing Status: S
Total	[REDACTED]	[REDACTED]	[REDACTED]		Other Income: 0
Net Pay					
Checking (3665)		[REDACTED]	[REDACTED]		
Company Paid Benefits					
		Current	YTD		
FUTA	[REDACTED]	[REDACTED]	[REDACTED]		
FICA	[REDACTED]	[REDACTED]	[REDACTED]		
MEDI	[REDACTED]	[REDACTED]	[REDACTED]		
New Mexico Work	[REDACTED]	[REDACTED]	[REDACTED]		
SUTA/NM	[REDACTED]	[REDACTED]	[REDACTED]		
Total	[REDACTED]	[REDACTED]	[REDACTED]		
Accruals					
		Accrued	Bal.		
Paid time off	[REDACTED]	0.00	0.00		
Sick	[REDACTED]	29.27	29.27		

PLEASE NOTE: As an hourly member, YOU are RESPONSIBLE for tracking your PTO and sick time to ensure you have sufficient balance when requesting time off. See notes in **red text** at end of this document regarding PTO/Sick time submitted that result in an overage from your accrual balance on most recent paystub.

- For PTO and Sick Time, please utilize the PTO and Sick columns on your Salesforce Community portal timesheet – See screen shot below. If your position is not eligible for PTO or Sick Time, these columns will not be visible on your timesheet.
- These hours will be tracked via payroll, and you can find your balance on your most recent paystub.

Total Entered Hours: 48.5

Project Hours Total: 40.5

Other Service Hours Total:0

Training/Education Hours Total: 0

Fundraising Hours Total: 0

	<input type="checkbox"/> Date	Day of week <input type="checkbox"/>	Project Ho... <input type="checkbox"/>	Other Servi... <input type="checkbox"/>	Training/Ed... <input type="checkbox"/>	Fundraising... <input type="checkbox"/>	PTO <input type="checkbox"/>	Sick Time <input type="checkbox"/>	Comments/... <input type="checkbox"/>
1	<input type="checkbox"/> 05/22/2021	Saturday							Lorem Ipsu... <input type="checkbox"/>
2	<input type="checkbox"/> 05/23/2021	Sunday							<input type="checkbox"/>
3	<input type="checkbox"/> 05/24/2021	Monday	8						<input type="checkbox"/>
4	<input type="checkbox"/> 05/25/2021	Tuesday	8						<input type="checkbox"/>
5	<input type="checkbox"/> 05/26/2021	Wednesday					8		<input type="checkbox"/>
6	<input type="checkbox"/> 05/27/2021	Thursday						8	<input type="checkbox"/>
7	<input type="checkbox"/> 05/28/2021	Friday	8						<input type="checkbox"/>

After saving your timesheet entries, refresh the page in order to see your new timesheet totals if they have not updated.

Observing Federal Holidays and Agency Admin Leave:

- **Full-time hourly members** will be paid on days your office and/or site will be closed due to observance of Federal Holidays or agency granted admin leave. Hours for these days will be recorded within the PTO column.
 - Example - if your office is closed on Thanksgiving Day or your agency is granted two additional hours of admin leave, you will be paid for those hours.
 - To indicate holidays or admin leave on your timesheet, please use the comment box to indicate "Holiday" or "Agency Admin Leave."

Jury Duty:

- **Full-time and part-time hourly members** - If you are summoned to Jury Duty during your term, you will be compensated at the regular rate of pay, for regular workday hours, for the first three days of jury service. Please indicate under the PTO column for these dates and list "Jury Duty" in the comments/description.
 - To verify your jury duty, please send documentation to your Program Coordinator and site supervisor/mentor.

PTO Upon Separation:

- Accrued and unused PTO balances for full-time hourly members will **not** be paid out upon separation, except in those jurisdictions requiring PTO payout. As of November 2025, there are no laws forbidding or requiring employers to implement a use-it-or-lose-it policy regarding PTO payout in NM, TX, OK, or AZ. Please check your state's department of labor for specific guidelines and updates.

ATTENTION Full-time Hourly Members with PTO: It is YOUR RESPONSIBILITY to track PTO through your timesheets.

- ***If you use all your sick time and need more, it will be shifted to PTO hours.***
- ***If you use all your PTO before the end of your term, any submitted PTO on your timesheet after you utilize all of your PTO will be unpaid hours.***
- ***Once all PTO/Sick hours are used, please put "0" in the PTO or Sick hours column (respectively) and in the Comments box write "Unpaid Sick Day"***

For any questions not answered here, please contact your CCNM Program Coordinator for the Time Off and Benefits Policy Manual.