

PAID-TIME OFF SURVEY 2008

SUMMARY- April 4, 2008

- Survey sent to 29 non-profit groups
- 8 responses received
- Number of full-time employees varied from 5 – 201
- Number of part-time employees varied from 0 – 145
- 87.5% of the respondents have a paid-time off policy/12.5% do not
- Sick days and vacation days fell under paid-time off policies 100% of the time
- Legal holidays and personal days were part of paid-time off policies 85.7% of the time
- Half of the participants use a “bank” of days policy
- 75% of organizations accrue time where 25% use a front-loaded system
- 62.5% of the organizations allow paid-time off to be carried over from year to year
- 57.1% of the groups have a use-it or lose-it provision and 42.9% do not
- At 100% of the organizations length of service is tied to paid-time off
- 25% of the groups have a paid parental leave policy/ 75% do not
- 37.5% offer paid maternity leave/ 62.5% do not
- At 20% of the organizations length of service does affect paid maternity leave
- 62.5% of the respondents offer short-term disability insurance/37.5% do not
- 40% of the groups have a fully-insured STD policies
- 20% have self-funded STD policies
- 40% have voluntary STD plans (paid by the employee)
- 37.5% of the groups are subject to FMLA/62.5% are not
- 100% of the groups require that paid-time off be used first
- 87.5% of the participants are satisfied with their organization’s paid-time off policy/12.5% are not
- Reasons include: problems in calculations through payroll, the policy is unclear, our no carry-over policy creates issues in December with too many employees taking time off, there is no maternity/paternity leave
- Changes include: Ensure the correct rules for accumulation are given to payroll, change from vacation, sick days to a bank of time, accrued from period to period and Family leave policy.

PAID-TIME OFF SURVEY 2008 RESULTS

| Do you have a paid-time off policy? | | |
|--|------------------|----------------|
| Answer Options | Response Percent | Response Count |
| Yes | 87.5% | 7 |
| No | 12.5% | 1 |
| <i>answered question</i> | | 8 |
| <i>skipped question</i> | | 0 |

| If yes, what days fall under the paid-time off policy? | | |
|---|------------------|----------------|
| Answer Options | Response Percent | Response Count |
| Vacation | 100.0% | 7 |
| Legal holidays | 85.7% | 6 |
| Personal | 85.7% | 6 |
| Sick Days | 100.0% | 7 |
| Other | 28.6% | 2 |
| <i>answered question</i> | | 7 |
| <i>skipped question</i> | | 1 |

| Do you have a "bank" of days policy? | | |
|---|------------------|----------------|
| Answer Options | Response Percent | Response Count |
| Yes | 50.0% | 4 |
| No | 50.0% | 4 |
| <i>answered question</i> | | 8 |
| <i>skipped question</i> | | 0 |

| Do employees accrue time or is the paid-time off front-loaded? | | |
|---|------------------|----------------|
| Answer Options | Response Percent | Response Count |
| Accrued | 75.0% | 6 |
| Front-loaded | 25.0% | 2 |
| <i>answered question</i> | | 8 |
| <i>skipped question</i> | | 0 |

| Are employees allowed to carry over their paid-time off from year to year? | | |
|---|------------------|----------------|
| Answer Options | Response Percent | Response Count |
| Yes | 62.5% | 5 |
| No | 37.5% | 3 |
| <i>answered question</i> | | 8 |
| <i>skipped question</i> | | 0 |

| Do you have a use-it or lose-it provision? | | |
|--|------------------|----------------|
| Answer Options | Response Percent | Response Count |
| Yes | 57.1% | 4 |
| No | 42.9% | 3 |
| <i>answered question</i> | | 7 |
| <i>skipped question</i> | | 1 |

| Is length of service tied to paid-time off? | | |
|---|------------------|----------------|
| Answer Options | Response Percent | Response Count |
| Yes | 100.0% | 8 |
| No | 0.0% | 0 |
| <i>answered question</i> | | 8 |
| <i>skipped question</i> | | 0 |

| Do you have a paid parental leave policy? | | |
|---|------------------|----------------|
| Answer Options | Response Percent | Response Count |
| Yes | 25.0% | 2 |
| No | 75.0% | 6 |
| <i>answered question</i> | | 8 |
| <i>skipped question</i> | | 0 |

| Do you offer paid maternity leave? | | |
|------------------------------------|------------------|----------------|
| Answer Options | Response Percent | Response Count |
| Yes | 37.5% | 3 |
| No | 62.5% | 5 |
| <i>answered question</i> | | 8 |
| <i>skipped question</i> | | 0 |

| Does length of service affect paid maternity leave? | | |
|---|------------------|----------------|
| Answer Options | Response Percent | Response Count |
| Yes | 20.0% | 1 |
| No | 80.0% | 4 |
| <i>answered question</i> | | 5 |
| <i>skipped question</i> | | 3 |

| Do you offer a short-term disability plan separate from paid-time off? | | |
|--|------------------|----------------|
| Answer Options | Response Percent | Response Count |
| Yes | 62.5% | 5 |
| No | 37.5% | 3 |
| <i>answered question</i> | | 8 |
| <i>skipped question</i> | | 0 |

| If yes, is it fully-insured, self-funded, salary continuation or voluntary | | |
|--|------------------|----------------|
| Answer Options | Response Percent | Response Count |
| Fully-insured | 40.0% | 2 |
| Self-funded | 20.0% | 1 |
| Salary continuation | 0.0% | 0 |
| Voluntary (paid by employee) | 40.0% | 2 |
| <i>answered question</i> | | 5 |
| <i>skipped question</i> | | 3 |

| Are you subject to Family Medical Leave Act (FMLA)? | | |
|---|------------------|----------------|
| Answer Options | Response Percent | Response Count |
| Yes | 37.5% | 3 |
| No | 62.5% | 5 |
| <i>answered question</i> | | 8 |
| <i>skipped question</i> | | 0 |

| If yes, do you require or allow paid-time off to be used first? | | |
|---|------------------|----------------|
| Answer Options | Response Percent | Response Count |
| Require | 100.0% | 3 |
| Allow | 0.0% | 0 |
| <i>answered question</i> | | 3 |
| <i>skipped question</i> | | 5 |

| Are you satisfied with your organization's current paid-time off policy? | | |
|--|------------------|----------------|
| Answer Options | Response Percent | Response Count |
| Yes | 87.5% | 7 |
| No | 12.5% | 1 |
| <i>answered question</i> | | 8 |
| <i>skipped question</i> | | 0 |