**Superior Court Advance Of Paid Time Off (PTO)**

**Payback Agreement per**

**Superior Court Infectious Disease Control Guidelines**

The advance of Paid Time Off (PTO) is only available during a viral pandemic outbreak as declared by the AZ. Department of Public Health or Public Health Director. The advance of PTO can only be used as related to the pandemic outbreak.

For full-time PTO eligible employees who have exhausted PTO, the Superior Court may advance PTO not to exceed eighty (80) hours. For part-time PTO eligible employees who have exhausted PTO, the Superior Court may advance PTO not to exceed forty (40) hours. The leave shall be repaid within two years commencing the next pay cycle after the leave was advanced by reducing future accrued PTO leave or taken from a final paycheck.

This request must be submitted in writing to the Division Head. Approval in such situations will be reviewed on a case-by-case basis and may only be granted by the Division Head.

The Employee agrees that should they terminate their Employment with the Superior Court, either voluntarily, or involuntarily before the payback is completed, the Superior Court may withhold from them any amounts due to the Employee, including Employee’s final check or wages, accumulated PTO or other amounts due to the Employee, as an assignment of wages, the outstanding balance of the amount owed by Employee to the Superior Court pursuant to the repayment terms of this agreement. In the alternative, or in the event Employee’s final check is insufficient to reimburse the Superior Court, the outstanding balance of money owed by Employee to the Superior Court, the Superior Court may bring civil suit against the Employee to recover any balance owed by the Employee. The Employee agrees to pay all costs of that action as well as reasonable attorney’s fees incurred by the Superior Court.

**Option for repayment:**

Amount borrowed 80/40 PTO Max divided by pay periods to pay back (52 maximum) = amount deducted from each pay period accrual. (i.e. 80 hours advanced/52 = 1.54 hours per pay period)

\_\_\_\_\_\_ divided by \_\_\_\_\_ = \_\_\_\_\_\_\_

Hours PP per PP

Entered into this date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Employee Name Employee Number Date

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Division Head Employee Number Date