

Staff Paid Time Off

Ten days of "Paid Time Off" (PTO) per year shall be granted for each employee subject to the following conditions:

1. Ten days shall be granted to each full time employee per school year toward Paid Time Off (PTO).
2. New teachers will be granted twelve days of Paid Time Off their first year of employment.
3. Up to two days of PTO shall be rolled over from the prior year into the current year if an employee has at least two days left in the PTO category.
2. Other than the two roll-over days carried into the new school year the remainder of an employee's unused PTO days will be accumulated in the employee's personal sick bank.
3. If, in the judgment of the superintendent, there are too many requests for PTO on the same working day, the superintendent may ask the employee to reschedule the request for another day.

Adopted: May 23, 1995

Revised: May 12, 1997

Revised: July 11, 2000

Revised and recoded: October 12, 2010

Revised: June 15, 2015