

## **Procedure 5050-PR(2): Personnel Leave Opportunities - Paid Time Off (PTO)**

**Original Date:**

**Status:**

Paid Time Off (PTO) leave for full-time exempt and non-exempt employees is provided as follows:

### FULL-TIME STAFF

Full-time staff will accrue PTO based on years of service as defined below.

- Years 1 through 9 – 8 hours per pay period; 26 Pay Periods, a total of 208 hours per Fiscal Year.
- Years 10 and beyond – 10 hours per pay period; 26 Pay Periods, a total of 260 hours per Fiscal Year.
- **Maximum accrual is 320 hours (40 days)**

### GUIDELINES

- PTO may be taken in increments of one (1) hour.
- Each full-time employee should consider their responsibilities to students, the public, co-workers, and other stakeholders of the District when requesting the use of PTO.
- All employees shall follow the notification, request, and use of leave procedures established in Procedure 5050.04.
- The use of PTO may be restricted by administration due to critical educational and/or business needs.
- When a full-time employee's separation from employment meets the conditions for approval, they may be eligible for compensation at their current contracted salary or

hourly rate for the number of hours/days of PTO they have accrued to a maximum of 320 hours (40 days). Approval and eligibility require a minimum of two weeks advance written notice. Employees are asked to not request/take PTO during their final two weeks of work. Employees terminated for cause by Administration/Board action or who separate from employment without meeting the previously stated condition, are not eligible for this benefit. Human Resources will set the terms of an approved payout.