

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

Original Date: February 18, 2026

Status: Approved

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 after review by the District's legal counsel, 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.