

## **LIFE Prep Paid Time Off (PTO) Policy**

**Approved on February 22, 2016**

### **Paid Time Off (PTO) [revised Feb. 8, 2016]**

- Full-time administrative staff will receive 20 PTO days (160 hours) per year and work \_\_\_ days per year. This is derived from the number of licensed staff duty days, plus all summer weekdays, excluding July 4.
- Full-time licensed staff will receive 10 PTO days (80 hours) per year. Workdays will be determined annually by Board-approved calendar.
- Full-time non-licensed support staff will receive 5 PTO days (40 hours) per year. Workdays will be determined annually by Board-approved calendar.
- All full-time staff will be able to roll over a maximum of 2 unused PTO days (16 hours) per year into a PTO bank. These days may be used once the current year's PTO days have been exhausted. There will be two categories in the human resources database to keep track of regular PTO days and banked PTO days.
- For all classes of full-time employee, the maximum PTO days that can be held by the employee is 30. Excess PTO days will be permanently lost as of June 30 for administrative staff and the last duty day of the school year for all other staff.
- Part-time employees who work less than 30 hours per week are not eligible for PTO.
- Temporary employees (such as summer workers or long-term substitute teachers) are not eligible for PTO.
- We discourage the use of PTO to extend a break during the school year. Please understand that when multiple staff members are absent on a particular day, it has a negative impact on the learning environment. When multiple staff members use PTO days prior to or following a break, it creates the need for multiple substitutes to be hired, which may be difficult to accomplish. We ask that, if possible, please take PTO days that do not occur immediately prior to or immediately after a break.

### **Paid Time Off Payouts [revised Feb. 8, 2016]**

- Payouts may be for 50% of total banked hours.
- The PTO payout amount is determined by using 100% of the current wage or daily salary rate.
- Employees must give two weeks notice of employment termination and must work the two weeks without using paid time off (PTO).
- An employee is not eligible for the PTO payout after receiving notice that the LIFE Prep Board of Directors or LIFE Prep Administration has terminated the employee's employment or has declined to renew the employee's employment after expiration of the current contract term.