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## **412 Time Off Policy**

**Number: 412**  
**Date Created: 6/27/2019**  
**Adopted: 04/22/2025**

### **Paid Time Off (PTO)**

Paid Time Off (PTO) is an all-purpose time off policy for Salaried and Hourly benefit eligible associates to use for vacation, illness, injury, or personal business. PTO combines traditional vacation and sick leave plans into one flexible, inclusive policy.

This policy complies with Minnesota's state-wide Employee Sick and Safe Time (ESST) law. PTO is payable in the same manner as the regular salary or hourly pay and is subject to the same withholding elections.

### **Accrual**

PTO begins accrual upon hire, or the start of the academic year, and can be used during the 10-month school year period (first day of staff reporting to the last day of staff reporting). Upon hire, certain employees may be provided a front-loaded amount of PTO which becomes available for use with holidays, or other non-paid days and if this is available it will be outlined in the employee's offer letter. Employees accrue PTO each paycheck via the following:

#### **PTO Annual Benefit:**

- Paraprofessionals: 10 days per year
- Teachers: 14 days per year

Time off is not earned while on a Leave of Absence.

### **Carryover**

Employees may carry over up to 80 hours of earned but unused PTO from year to year. For the purpose of this policy, the year runs from July 1 to June 30.

## **Use During Breaks**

Subject to the terms of his policy, hourly employees may use PTO to receive pay for non-student contact days occurring over the summer; between the last staff development day for the prior school year, and the first staff development day for the new school year.

## **School Calendar**

Annually in the Spring, the Board will partner with the Executive Director to approve the coming school year calendar.

## **How to Request PTO for Planned/Scheduled Absences**

Time off requests must be requested as early as possible and not later than one week (7 days) in advance by submitting a written request to the Executive Director. When the need for time off is unforeseeable, employees must submit the request as far in advance as possible. See employee handbook for more detail on how to call in and request time off.

The Executive Director may approve or deny any request for planned/scheduled PTO based on the needs of the School and its operations. Factors considered when reviewing requests for PTO may include, but are not limited to, the number of other employees already utilizing PTO for the date(s) requested and the needs of the class or program in which the employee(s) seeking PTO is assigned. The School has sole discretion to grant or deny requests for leave based on operational needs, subject to applicable laws and other applicable School policies.

Generally, time off is granted on a first-come basis. Your request will likely be denied if someone in your area is already scheduled to be out.

Paid Time Off is paid at the employee's base pay rate at the time of the absence. PTO does not count toward hours worked or overtime for hourly employees.

Employees are required to use PTO in increments of 15 minutes. If this amount is not available, upon discretion of the Executive Director, the remaining amount will be used to cover an absence and any additional time will be unpaid. Salaried employees who take one (1) day off will be using eight (8) hours of PTO time.

Employees are required to use any accrued Paid Time Off (PTO) before requesting or taking unpaid leave, unless otherwise prohibited by law.

## **Separation**

Employees are not eligible to have any earned unused balance paid out upon separation.

If an employee terminates employment, and is rehired within 180 days, the employee will have the amount of ESST they had in place at the time of termination reinstated and available for use upon hire.

A day of PTO is based on the number of hours typically worked by the employee. PTO will generally not be approved for more than five (5) consecutive workdays, absent a doctor's note, emergency, or as otherwise approved by the Executive Director. PTO may not be taken on the workday immediately before or immediately after a holiday or other School break.

PTO is accrued and may be carried over between contract periods (See Unused PTO below for more details). However, PTO may only be used during the employee's duty year.