



PTO Policy

Approved By: TRM Board of Directors

Adopted: 6/27/2019

Paid Time-Off Policy

All full time certified staff receive 12 paid time off days, personal or sick days, with not more than 3 consecutive days next to one another of Paid Time Off. This is based on a percentage of the FTE status of the employee.

These Paid Time Off days are not usable within the first 6 weeks of school in the fall.

Non-certified staff receive 4 paid holidays per year.

Approved: 6-27-19
