

PAID TIME OFF POLICY SAMPLE

Immediately upon employment, a 10 month employee will receive **8.5** days Paid Time Off (PTO) per contract period. A 12 month employee will receive **11.5** days Paid Time Off per contract period. Paid Time Off is recorded by the Business Office in half day increments. Paid Time Off (PTO) is all inclusive; there is no differentiation between sick and personal leave.

Unused Paid Time Off can be accrued and saved from year to year. The maximum amount of days accrued shall not exceed 24 days. **These days are “Accrued PTO” and cannot be used as personal days.**

Employees will have a choice to either accrue their left over days or be paid, (???) per day, from that fiscal year. If employees opt to be paid for their left-over days, those days cannot be accrued.

Employees will be granted an additional ½ PTO day. This day must be used during the calendar year and therefore cannot be accrued or eligible for payment.

Employees will not be reimbursed for regular or accrued PTO days should they separate, for any reason, from the school. It is only a benefit while the employee is employed by (My School).

Accrued PTO is provided to protect you against loss of income during illness when you are unable to perform work duties because of illness or injury; when you must care for a seriously ill member of your immediate family; or when someone in your household is quarantined by a physician or medical authority because of a contagious disease.

Accrued PTO can only be used once current PTO and vacation has been depleted. However, the absence may require additional leave and meets the requirements of the Family and Medical Leave Act (FMLA). Immediate family, for Paid Time Off purposes is defined to include the following: spouse, son, daughter, mother and father, sister and brother.

Employed spouses may transfer days to each other as necessary. In the case of a long term illness as defined above, employees may borrow from the following year's allotment of days once vacation, current and accrued PTO has been depleted. Should an employee not return to (My School) the following year, the borrowed days used will be deducted from a final paycheck **at a rate of (???) per day.**

Unless approved by the Head of School for one of the reasons listed below, Faculty Paid Time Off as a personal day may not be used to extend official school holiday breaks or long weekends as detailed in this manual.

Unless approved by the Head of School for one of the reasons listed below, Faculty Paid Time Off as a personal day may not be used the first two weeks of the school year in August or the last two weeks of the school year in May/June. Approved reasons

include weddings, funerals, graduations, and family events such as christenings, baptisms, and Bar/Bat Mitzvahs.

Faculty that miss work without approval as outlined above during the first two weeks of the school year in August or the last two weeks of the school year in May/June shall pay for the substitute teacher if they still wish or need to take personal days. Faculty that exceed their accrued Paid Time Off and miss work shall pay for the substitute teacher if they still wish or need to take personal days.

You must report your absence as soon as possible to the appropriate administrator on the day you are absent and daily thereafter. You must tell how long you anticipate you will be unable to work. Failure to communicate with the School for three consecutive scheduled working days will be considered as a voluntary resignation without proper notice.