

CERTIFICATED EMPLOYEE PERSONAL TIME OFF (PTO)

Full-time certified employees will be granted 13 PTO leave days for the first year of employment and 10 days for each year thereafter proportionate to his or her FTE. The PTO leave days may be used for personal leave or sick leave.

When used for personal leave, no more than 3 consecutive days can be used, with the exception of bereavement leave, which may not be limited to the 3 consecutive days. PTO personal days cannot be taken the first two and last two weeks of the school year, or one day prior to or one day after scheduled "No School" days. PTO days may not be used for staff development days or during Parent-Teacher Conference Days.

The requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board regarding the vacations, holidays and personal leave of such employees shall be followed.

Cross Reference: 602.01 School Calendar

Approved

Reviewed _____ Revised _____