

**SECTION 35 – PAID TIME OFF**

1. Except for teachers, school principals/presidents, classified contract employees and vowed religious, whose paid time off is covered by an employment contract, full-time and regular part-time employees should take full advantage of the Paid Time Off (PTO) that is available to them.

2. Full-time or regular part-time employees are eligible for PTO that may be used during each fiscal year from July 1 through June 30<sup>th</sup>. The schedule for available PTO is as follows:

Completed Years of Service	Days Available	Monthly Accrual Rate
0-2	10	.83
3	11	.92
4	13	1.08
5	15	1.25
6	16	1.33
7	17	1.42
8	18	1.50
9	19	1.58
10 or more	20	1.67

3. PTO days are earned on a monthly basis and credited to the employee’s available days accordingly at every month end. The accrual rate is based on the employee’s anniversary date.

4. Automatic accrual in payroll and time attendance programs requires placing each employee in an accrual category based on their weekly regular work schedule. If an employee’s weekly regular work schedule falls between the hours listed in the chart below, they must be enrolled in the 8 Hour EE Accrual Policy category.

Employee (EE) Classification Accrual Percentage	7.5 Hour EE Accrual Policy	8 Hour EE Accrual Policy
100%	37.5 hrs.	40 hrs.
90%	34 hrs.	37 hrs.
80%	30 hrs.	33 hrs.
70%	26 hrs.	29 hrs.
60%	20 hrs.	25 hrs.
Not Eligible for Benefits/Accrual Policy	Less than 20 hours a week	

5. Employees are prohibited from carrying a negative balance of any accrued time off.