Board Policy 4180
Revised: May 2024
To Take Effect: 7/1/2024
Board Approval: June 13, 2024 (tentative)

Paid Time Off

Work Sched.	184 days	219 days	240 days (Non-Executive Admin)	Max Carryover
PTO	7 days	10 days	15 days	40 days

- Maximum of three requests per department, per day
- All requests must be submitted to & approved by manager in Zenefits/Trinet
- PTO is not official until approved by manager
- Management reserves the right to deny requests in order to maintain operational solvency
- Employee is responsible for securing coverage for the duration of his/her time off
- New hires will observe a 60 day waiting period to accrue PTO
- Employees are encouraged to submit requests as early as possible for highest likelihood of approval
- PTO includes sick time
- Part-time employees receive 5 PTO days
- Unpaid time off: Refer to leave policy for FMLA/medical/etc.

- Blackout Periods:

    - July 1-31, 2024
    - August 1-23, 2024
    - Nov 18-22, 2024
    - Dec 2-6, 2024
    - Dec 9-13, 2024
    - Jan 6-10, 2025
    - Mar 24-April 30, 2025
    - June 2-6, 2025
    - June 30, 2025

Classified (Hourly) Paid Time Off Policy

Years w/Method	PTO Days per Year	Maximum Carryover
1	12	17
2	17	22
3	22	27
5+	27	37