



Provo City School District Policy Series 5000

5400 P7

Employee Leave: Paid Time Off

Paid Time Off is a paid leave benefit offered to contracted employees. Requests for paid time off (PTO) will be submitted to the employee's supervisor. PTO will be paid in full for the approved days of absence. Employees are responsible for informing direct supervisors of their leave prior to the day leave will be taken except in case of illness or other emergency. Employees requesting PTO on a High Impact Day will be required to seek approval from their direct supervisor and the Deputy Superintendent. Paid time off, without prior approval from the Deputy Superintendent, cannot be taken within thirty (30) days immediately preceding the last day of employment with Provo City School District.

Employee groups are granted the following PTO days according to their negotiated agreement for each year:

- Contracted classified employees may take PTO for a maximum of five (5) days each year.
- Licensed employees may take PTO for a maximum of five (5) days each year.
- Grandfathered hourly employees may take up to ten (10) days of PTO each year. These 10 days may also be used for personal illness.
- Administrators may take PTO for a maximum of ten (10) days each year.

High Impact Days

PTO may not be taken on the following days without the permission of the supervisor and the Deputy Superintendent:

- The first or last five days of school
- Immediately preceding or following fall break, winter break and spring break
- Graduation days for UVU or BYU unless it is the graduation of an immediate family member
- Parent Teacher Conferences
- Professional Development Days
- High Impact Days as identified by building principals/supervisors announced within the first two weeks of the school year (these will vary by building)

There may be instances when a High Impact Day occurs on a day when an employee needs to take leave for a variety of reasons. Paid Time Off may be approved by the Deputy Superintendent on High Impact Days for the following reasons:

- Graduation of a family member
- Death or funeral of family member or close personal friend
- Marriage of a family member or close personal friend
- Birth of an employee's child - Spouse
- Illness of a family member

- Association Leave – for an employee to spend time performing association duties which support the school district in that capacity
- Community Service e.g., volunteer events, food drives, emergency management activities, etc.
- Departure to or arrival from an extended absence by a family member
- Adoption of a child
- Scheduled court appearance
- Personal or family emergency
- Personal matters as approved by Supervisor
- Other, as approved by the Deputy Superintendent

Other Considerations

Employees may take leave with a deduction for personal reasons. An example of days that would be considered Personal Leave instead of PTO would be recreational travel (extenuating circumstances should be discussed with and approved by the direct supervisor and Deputy Superintendent). Employees should review Policy 5400 P5 to read in greater detail about Personal Leave.

Provo City School District recognizes that extenuating circumstances not listed above may occur. Employees may appeal to the Deputy Superintendent for an adjustment in the number of days granted for that year when resolving these circumstances. Employees should discuss these matters (including bereavement, additional leave for illness, family emergencies, etc.) with the Deputy Superintendent as needed.

Legal Reference:
Utah Code Ann., 53G-11-206

Synopsis:
Association Leave-District Policy

Adoption:
Updated:

December 1, 2014
June 21, 2021