

# Provo City School District

## Policy Series 5000: Personnel



**5400 P7**

### **Employee Leaves: 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 emergencies. Employees requesting PTO on a High Impact Day will be required to seek approval from their direct supervisor and a Director of Human Resources. Paid time off, without prior approval from a Director of Human Resources, 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 employee may take PTO for a maximum of eight (8) days each year.
- Contracted licensed employees may take PTO for a maximum of eight (8) days each year.
- Grandfathered hourly employees may take up to ten (10) days of Hourly Paid Leave (HPL) each year. These 10 days may also be used for personal illness.
- Administrators and Professional Technical employees may take PTO for a maximum of ten (10) days each year.
  - Contracted employees who work less than 40 hours a week and are eligible for leave will receive a prorated amount of PTO based on hours worked.
  - Contracted employees who are hired mid-year and who are eligible for PTO will receive a prorated amount of PTO based on the percentage of contract days remaining at the time of hire.

### **High Impact Days**

PTO may not be taken on the following days without the permission of the employee's supervisor and a Director of Human Resources:

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

### **Other Considerations**

Provo City School District recognizes that extenuating circumstances may occur. Employees may appeal to their supervisor and to a Director of Human Resources for addition days of PTO to address extenuating circumstances.

Legal Reference:

Utah Code Ann., 53G-11-206

Synopsis:

Association Leave-District Policy

Adoption:

December 1, 2014

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