

## 6108 PAID LEAVE DAYS (PTO)

This policy pertains to Mountainville Academy (MA) employees who receive paid time off (PTO) as part of their employment agreement. MA employees may choose to cash out or rollover accrued PTO with the following restrictions:

Employees may cash out at 100% up to 7 days of PTO during the fiscal school year (10 days for 12 month administrative employees and 3.5 days for part-time employees who receive PTO).

Employees may rollover any unused/un-cashed PTO to the following fiscal year.

Employees may rollover/accrue up to 30 days of PTO but cash-outs are limited to 7 PTO days per fiscal year (10 and 3.5 respectively as noted above).

Employees who are terminated or leave the school before the end of their employment agreement lose all accrued PTO.

Employees who leave the school at the end of their contract may cash-out up to 7 accrued PTO days (10 and 3.5 respectively as noted above). Any additional accrued PTO is forfeited.

Employees wishing to use PTO days must receive prior written administrative approval for foreseen absences. Employees may use PTO for unforeseen absences (sick, family emergency, etc.), but must enter their absence in the Red Apple Portal so administration is aware of the absence.

MA administration, in coordination with the finance committee, may implement administrative rules in regards to collecting PTO day donations from MA employees to bank for employees with critical needs whose PTO days have been exhausted. Should administration determine a PTO bank is necessary, employees may donate only their current year PTO allotment. Employees who donate to an employee PTO bank may not cash-out PTO during the fiscal year in which they donated.

Approved: 2007

Revised: 12/08

Revised: 10/14

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