

## UINTAH SCHOOL DISTRICT POLICY ACTION REVIEW

1st Reading	6/15/22		New	
2nd Reading	8/10/22		Revised	8/10/22
Approved	8/10/22		Substitute	

### **005.0630 PAID TIME OFF (PTO)**

*REVISES POLICY 005.0630 PAID TIME OFF (PTO) (LAST APPROVED 9/9/20)*

#### **1.0 ALLOCATION OF DAYS:**

- 1.1. Employees contracted to work an average of 30 hours per week and under 200 days per fiscal year will earn 10 PTO days per contract year. Employees contracted to work an average of 30 hours per week and over 200 days per fiscal year will earn 11 PTO days per contract year. PTO days will be credited to each contracted employee at the start of every contract year. If any of the days are not used, donated to the sick leave bank, or relinquished and paid out (3.0 PTO Annual Unused PTO Incentive) during the year they may accumulate. There is no limit on maximum accumulation of PTO days.
  - 1.1.1. PTO will be calculated as PTO hours, with 1 PTO day defined as 8 PTO hours for full-time employees. The hourly value of 1 PTO day for employees contracted to work an average of at least 30 but fewer than 40 hours per week will be prorated according to contracted hours.
- 1.2. Employees who terminate a contract early and have used more PTO leave days than earned will have their PTO leave credited on the actual months worked.

*EXAMPLE: An employee is hired on a 182-day contract. The employee is granted and uses 10 PTO days. After working 91 days (or 50% of contracted days) the employee resigns. The employee, on their final paycheck, will be charged for 5 PTO days (50% of the 10 granted) at their daily rate.*

- 1.1 PTO days are issued to employees at the beginning of the contract year.
  - 1.1.1 The cost of any PTO days used but unearned by an employee who terminates his/her employment with USD (Uintah School District) before the end of the contract year, will be deducted from the employee's final paycheck.

#### **2.0 USAGE:**

- 2.1 Consecutive leave of more than 10 days requires prior approval by the Superintendent or Business Administrator.
- 2.2 Employees are permitted to use this PTO leave for any purpose.
- 2.3 Supervisor Pre-approval of PTO days is required.
  - 2.3.1 When PTO days are used due to a sudden illness or emergency, and prior approval from supervisor has not been requested, the employee is required to notify his/her supervisor of the absence as soon as possible.
    - 2.3.1.1 When the number of non-approved PTO days used due to a sudden illness exceeds the hourly equivalent of five (5) days, the employee is required to

submit a doctor's excuse or documentation, deemed appropriate by the administrator, for the absence.

- 2.3.2 If an employee believes he/she has been unfairly denied PTO approval by the supervisor, he/she may appeal the supervisor's decision to the Director of Human Resources, who will consider the matter and issue a decision, which shall be final.

2.4 Leave from work is limited to that allowed by district policy.

- 2.4.1 An employee who has no available accrued leave who takes a day off from work will be docked salary for the day off.

- 2.4.2 If an unapproved day off, or a day off without accrued leave, is not covered by the Family Medical Leave Act (FMLA), the district's portion of the employee's medical insurance premium for that day will be deducted from the employee's paycheck.

### 3.0 ANNUAL UNUSED PTO INCENTIVE ELECTION

3.1 Employees may relinquish and be paid for their first five (5) PTO days, that are unused after each fiscal year, in exchange for a payout in June.

- 3.1.1 The amount is to be paid directly to the employee.

- 3.1.2 The amount paid will be the employee's daily rate per day, not to exceed \$185.

- 3.1.2.1 The \$185 maximum will be indexed annually to the average salary increase.

- 3.1.3 Table detailing how many days an employee can receive a payout for annually:

PTO Days Used (Not including Sick Bank Donation)	Days Available for Payout
No days used	Five (5) days available for payout
One (1) day used	Four (4) days available for payout
Two (2) days used	Three (3) days available for payout
Three (3) days used	Two (2) days available for payout
Four (4) days used	One (1) day available for payout
Five (5) or more days used	No days available for payout

- 3.1.4 For employees who elect to participate in the USD sick leave bank by donating one (1) PTO day per fiscal year, the PTO day donated will not count against the employee for the PTO annual incentive.

### 4.0 PTO PAYOUT UPON SEPARATION FROM UINTAH SCHOOL DISTRICT

4.1 The following three-tiered plan will be used for payout of unused PTO days (please refer to section 1.1.1 for the definition of the hourly value of 1 PTO day) upon separation from Uintah School District, and is based upon the employee's final year contract daily rate:

- 4.1.1 After 10 years of service with Uintah School District, the employee's unused PTO days will be paid at a rate of 35%;

- 4.1.2 After 20 years of service with Uintah School District, the employee's first 150 unused PTO days will be paid at a rate of 35%; days 151 through 200 will be paid at a rate of 45%; and days 201+ will be paid at 55%;

- 4.1.3 After 25 years of service with USD, the employee's first 150 unused PTO days will be paid at a rate of 45%; days 151-200 will be paid at a rate of 55%; and days 201+ will be paid at 65%;

- 4.1.4 After 30+ years of service with USD, the employee's first 150 unused PTO days will be paid at a rate of 55%; days 151-200 will be paid at a rate of 65%; and days 201+ will be paid at 75%.
- 4.2 All payouts will be made into a med trust account or special pay plan, to be determined through an interview process.