

Personal Time

Personal time off (PTO) is established for the purpose of providing the employees leave for a variety of reasons such as vacation, personal business, illness, medical or dental appointments, and family.

Employees are required to obtain prior approval of personal time off leave. In the case of an illness, supervisors can consider same day request.

All absences due to an illness or injury of more than three (3) days' duration shall require the employee to provide a doctor's certificate to the District stating:

- The nature of illness or injury;
- The employee was incapacitated and unable to work for the duration of the absence;
- The employee is physically able to return to work and perform his or her duties. (Note: A fit-for-duty evaluation may be required by the Medical doctor);
- That the employee has no contagious disease that would jeopardize the health of other employees.

Habitually or chronically absent employees may be required to provide medical evidence to the District concerning an illness or injury beginning the first day of the absence. No employee will be granted personal time off unless the time requested has already accrued prior to the leave period.

Personal time off leave must be in increments of at least one (1) hour.

All personal days leave will be reported in writing on an Employee Action Form (EAF) and signed by your Supervisor prior to forwarding to payroll.

New employees will be eligible for five (5) days of personal time at the successful completion of six (6) months of employment.

After an employee has been employed with the District for over a year, five (5) days personal time is awarded in the employee's leave bank on the first day of each calendar year (January 1st) and will expire on the last day of each calendar year (December 31st). Unused personal time is not eligible to be cashed out to employees.

Unused personal time will not roll over to the subsequent years and will be lost if not used.

Unused personal time will not be paid out to any employees who separate from the District whether it is voluntary or involuntary termination.