

Paid Time Off (PTO)

Paid Time-Off (PTO) provides all full-time staff members with 5 days of paid time away from work that can be used for vacation, personal time, personal illness, or time off to care for dependents. PTO must be scheduled three weeks in advance and have supervisory approval, except in the case of illness or emergency. The PTO policy takes the place of sick leave, personal days, and vacation time. All time away from work will be deducted from the employee's PTO bank and must be taken in full (8 hour) or half (4 hour) increments. Any PTO taken that exceeds an employee's balance will be deducted from his or her paycheck.

Returning employees may carry over up to 2 days of unused PTO to the following year. All other unused PTO days will be paid at the end of each year at a rate of \$40 per day.

LCS Policy Adopted August 9, 2012

Revised Policy Adopted August 21, 2017