

PERSONAL TIME OFF (PTO) LEAVE REQUEST REFERENCE CHART

Use	PTO can be used for adoption, bereavement, illness, paid child care leave, personal use, religious holidays	
	PTO is not used for jury duty, FMLA, unpaid child care leave	
	PTO allowed in one-hour increments <u>if no sub</u> is needed	
	PTO is allowed in half-day or four-hour increments, except at the discretion of administration, <u>if a sub</u> is needed	
Sub-categories	PTO-Bereavement	Death of any relative or acquaintance of the employee
	PTO-Sick	Illness of self, child < 18, family member (specified below), paid childcare leave, which includes adoption
	PTO-Other	Personal use, religious holidays
Balance	13 days/year credited at beginning of duty year	
	Up to 2 days credited to PTO at beginning of 10-11 duty year if employee has carryover personal leave balance from 09-10	

	Prior approval required?	Restricted # days/year usage?		Restricted # consecutive days usage?		Information/reason must be provided in AESOP in 'Notes to Administrator?'		Restricted usage on certain days in school year?		PTO can be denied for a particular day if other employees in the same unit/educational site have been granted PTO and that employee's absence would be disruptive to the functioning of the particular program, OR total # absences > 5% of bargaining unit	
		Y	N	Y	N	Y	N	Y	N	Y	N
PTO - Bereavement		X		X			X		X		X
PTO - Sick Self (a)		X		X			X		X		X
PTO - Sick Child < 18 (a)		X		X			X		X		X
PTO - Sick Family (a)	X		5 (b)(c)				X	Family Relationship		X	X
PTO - Other	10 - 11	X		X	3	5 (d)		≤ 3 days	>3 days	See (g) below	X
	≥ 11 - 12	X		X	3	5 (e)		see (f) below	>3 days	See (g) below	

Notes	
(a)	1) First 3 days of PTO-Sick (whether -self, -child < 18, or -family) in current year to be deducted from current year PTO balance
	2) Days 4-13 taken from prior year sick leave bank unless employee requests days be deducted from current year PTO balance
	3) To request sick leave from sick leave bank (vs. PTO) in AESOP, choose 'Sick-Self,' 'Sick Child < 18,' or 'Sick-Family.'
	4) Request paid child care leave under 'PTO-Sick Self,' 'PTO-Sick Child<18,' 'Sick Self,' or 'Sick Child<18'
(b)	For: parent, brother, sister, aunt, uncle, grandparent, spouse, spouse's parent, child>18
(c)	Additional days > 5 granted per superintendent's discretion
(d)	10-11: allowed if employee has ≥ 2 09-10 personal leave balance days
(e)	11-12 & after: ≤ 5 days if ≤ 6 days PTO used in previous duty year
(f)	Must provide in AESOP: 1) Why couldn't give >3 days notice, AND 2) Reason for requested absence
(g)	Except at discretion of superintendent, employee cannot use: 1) Day before or after vacation or holidays, 2) First or last 10 days of school year, 3) During conference or inservice days