

## **D-202 PTO Benefits**

1. Each full time employee accrues 10 days paid leave per year at the rate of 1 day a month. Other employees will receive the fraction of 10 leave days equivalent to their individual percentage of FTE.
2. PTO leave hours shall not be used during the payroll period in which the hours are accrued.
3. Upon separation of employment unused PTO leave balances will be paid to the employee at their current rate of employment as required by law.

## **ORIGINAL POLICY MANUAL**

**End of East Central Center for Exceptional Children Amended Policy D-202..... Adopted:12.18.24**

**First Reading: 11.27.24**

**Second Reading: 12.18.24**