



PAID TIME OFF (PTO) POLICY

Purpose

This policy outlines Bonneville Academy's Paid Time Off (PTO) program, in alignment with Utah State Board of Education (USBE) guidelines and state labor laws. PTO is designed to support employee well-being and work-life balance by offering flexible, paid leave for personal, medical, and family needs.

Eligibility

This policy applies to all full-time employees. Part-time employees, as defined under the Classifications of Employment Policy, are not eligible for PTO benefits.

Accrual and Rollover

- Full-time employees are granted 12 days of PTO per fiscal year.
- A maximum of 5 unused PTO days may be rolled over into the following fiscal year.
- Employees may cash out up to 7 days of PTO at 100% of their daily rate during the fiscal school year.
- The combined total of rolled over and accrued PTO may not exceed 20 days at any time.

Use of PTO

Employees must receive prior written approval from the administration for planned absences. PTO may also be used for unforeseen absences such as illness or emergencies. In such cases, employees must notify administration as soon as possible and submit the appropriate PTO request form upon returning to work.

Separation of Employment

- Employees who leave before completing their employment agreement will forfeit all unused PTO.
- Employees who complete their employment agreement may cash out up to 7 accrued PTO days. Any additional unused PTO is forfeited.

PTO Donation Program

Bonneville Academy, in coordination with the Finance Committee, may implement a PTO donation bank to assist employees facing critical needs. Only current year PTO allotments may be donated. Employees who contribute to the PTO bank during a fiscal year are not eligible to cash out PTO for that same year.

Compliance and Oversight

This policy is administered in accordance with USBE standards and state employment laws. The administration, in collaboration with the Finance Committee, is responsible for ensuring fair and consistent application of this policy.

