

PTO (PAID TIME OFF) POLICY

~~Effective~~ ~~In conjunction with CMP's updated Vacation and Sick Leave policies which are effective~~ July 1, 2012, and valid for all employment and benefits beginning July 1, 2012 forward, all previously accrued vacation and sick leave time which ~~is was~~ accrued and unused as of June 30, 2012, ~~shall was be~~ converted into a PTO (Personal Time Off) bank to be used by ~~the~~ employee as needed.

With the exception of the conversion of unused time as identified above, no new time ~~may could~~ be added to ~~an~~ employee's PTO bank at any future date. At such time as ~~the any~~ employee's PTO bank reaches ~~ds~~ zero, the PTO bank ~~will would~~ cease to exist.

Accrued PTO time may be used for such needs as vacation, personal or family business, appointments, supplemental sick leave, volunteerism, and other activities of the employee's choice. PTO days shall be paid as used, at employee's then-current rate of pay and based on employee's regular work schedule.

Requesting Time Off:

Employees shall submit a written request for time off to the site administrator using the same form and in the same manner as vacation and/or sick leave requests.

Blackout Periods:

CMP reserves the right to identify "blackout periods" where PTO requests shall require the written approval of the Executive Director. Standard blackout periods include: Mandatory staff trainings, network-wide professional development days, STAR testing week, the week before school starts, and the first day of school. Such blackout periods shall be communicated to staff in writing by the Executive Director. In the event that a "black out period" must be added to the calendar, at least 30 calendar days written notice shall be given prior to the implementation of said black outperiod.

PTO Payout:

~~Effective with the June 25, 2017 payroll cycle, any PTO that is unused shall be paid out to applicable employees at their then-current rate of pay. All applicable taxes and withholding shall apply. Should an employee separate from employment prior to June 30, 2017, the employee will be paid for any unused PTO days. Since all PTO accrued leave will be paid out by June 30, 2017, PTO accounts will cease to exist.~~

Vested Benefit:

~~Pursuant to the laws of the State of California, PTO time is a vested benefit. Upon separation of employment, employees will be paid for any unused PTO days, based on employee's regular rate of pay at the time of separation.~~

PTO Buy back Provision:

~~In addition to using accrued PTO time as needed, employees may also elect to be paid for any unused days from the employee's individual PTO bank, up to 20 days per benefit year.~~

~~The rate of compensation for paid out PTO shall be the employee's then current rate of pay at the time the request is made, and will be calculated at a straight time rate based on the employee's stipulated (185 day or 250 day) work year. All applicable taxes and withholding shall apply.~~