PAID TIME OFF (PTO) –FOR FPS SERVICE EMPLOYEES

Connecticut Paid Sick Leave law allows eligible workers who have met certain criteria paid time off (PTO). Your position with Fairfield Public Schools qualifies you for paid time off (PTO).

How do I earn PTO?:

From your date of hire, you begin earning (1) one hour of paid time off for each (30) thirty hours that you work. You can accrue up to forty (40) hours of PTO per calendar year. You cannot use more than forty (40) hours of PTO in any one calendar year and you can carry over forty (40) hours of accrued PTO from one calendar year to the next calendar year. Unused accrued PTO is not paid out to you when you terminate employment.

When am I eligible to use PTO?:

You can use PTO after 120 calendar days after your start date of employment. Employees may use PTO in one-hour increments.

What types of absences are considered PTO?:

You may use PTO for your own:

- illness, injury or health condition;
- the medical diagnosis, care or treatment of a mental/physical illness, injury or health condition;
- preventive medical care; or
- mental health wellness day.

You may use PTO for a family member's:

- illness, injury or health condition;
- the medical diagnosis, care or treatment of a mental/physical illness, injury or health condition; or
- preventive medical care.

You may use PTO if you or your family member:

- for medical care or psychological or other counseling for physical or psychological injury or disability;
- to obtain services from a victim services organization;
- to relocate due to such family violence or sexual assault; or
- to participate in any civil or criminal proceedings related to or resulting from such family violence or sexual assault.

What paperwork do I need to complete/submit for PTO?:

The PTO Request for Absence Form must be completed to request, be approved and to be paid for the PTO day. The form is given to your immediate supervisor for approval and then forwarded to HR for final approval. A copy will be returned to you for your records. The forms are available on the Fairfield Public School's website or by clicking on this link PTO FORM.