



## ECS Staff Paid Time Off (PTO) and Sick Leave Chart by Program Option:

### *School Year ECS Staff (September – June)*

Years of Service	PTO days	Sick Leave Days	Program Shut Down Days
0-5	5	8	14
6 to 10	8	8	14
11 to 15	9	8	14
16 to 20+	10	8	14

### *Full Year ECS Staff (September- August)*

Years of Service	PTO days	Sick Leave Days	Program Shut Down Days
0-5	7	8	14
6 to 10	10	8	14
11 to 15	11	8	14
16 to 20+	12	8	14

Note: The Program Option assigned to each member of staff is based on their position within the agency. Please refer to your letter of appointment and/or your employee database (ADP) to confirm your assigned benefit option.

A year of service credit is issued on the employees' anniversary date.