



Full Year Staff Paid Time Off (PTO) and Sick Leave Chart (Non- Early Childhood Services)

Full-Year Staff – (January- December)

Years of Service	PTO days	Sick Leave days	December Shut down Days
0-5	12	8	4
6 to 10	19	8	4
11 to 15	25	10	4
16 to 20+	30	10	4

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.