



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

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.