



Employee Leaves: Paid Time Off
Policy Series: 5000

Policy No. 5400 P7

Paid Time Off is a paid leave benefit offered to contracted employees. Requests for paid time off (PTO) will be submitted to the employee's supervisor. PTO will be paid in full for the approved days of absence. Employees are responsible for informing direct supervisors of their leave prior to the day leave will be taken except in case of illness or other emergencies. Employees requesting PTO on a High Impact Day will be required to seek approval from their direct supervisor and a Director of Human Resources. Paid time off, without prior approval from a Director of Human Resources, cannot be taken within thirty (30) days immediately preceding the last day of employment with Provo City School District.

- a. Employee groups are granted the following PTO days according to their negotiated agreement for each year:
- b. Contracted classified employees may take PTO for a maximum of eight (8) days each year.
- c. Contracted licensed employees may take PTO for a maximum of ~~eight (8)~~ **seven (7)** days each year.
- d. Grandfathered hourly employees may take up to ten (10) days of Hourly Paid Leave (HPL) each year. These 10 days may also be used for personal illness.
- e. Administrators and Professional Technical employees may take PTO for a maximum of ten (10) days each year.
 - i. Contracted employees who work less than 40 hours a week and are eligible for leave will receive a prorated amount of PTO based on hours worked.
 - ii. Contracted employees who are hired mid-year and who are eligible for PTO will receive a prorated amount of PTO based on the percentage of contract days remaining at the time of hire.

High Impact Days

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33 PTO may not be taken on the following days without the permission of the employee's
34 supervisor and a Director of Human Resources:

- 35 1. The first or last five days of school
36 2. The week preceding and following fall break, Thanksgiving break, winter break
37 and spring break
38 3. Graduation days for UVU or BYU unless it is the graduation of an immediate
39 family member
40 4. Parent Teacher Conference
41 5. Professional Development Days
42 6. High Impact days as identified by building principals/supervisors announced
43 within the first two weeks of the school year
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45 **Other Considerations**

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47 Provo City School District recognizes that extenuating circumstances may occur.
48 Employees may appeal to their supervisor and to a Director of Human Resources for
49 additional days of PTO to address extenuating circumstances.
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51 **Legal Reference:**

52 [Utah Code Ann., 53G-11-206](#)

Synopsis:

Association Leave-District Policy

56 **Board Approved:**

57 Adoption: December 1, 2014

58 Updated: June 21, 2021

59 Updated: August 22, 2023

60 **Related Policies, Procedures, and Forms**

61 [5400 Employee Leave](#)

62 [5400 Procedure 1 Family Medical Leave Act](#)

63 [5400 Procedure 2 Military Leave](#)

64 [5400 Procedure 3 Medical \(Sick\) Leave](#)

65 [5400 Procedure 4 Sabbatical Leave](#)

66 [5400 Procedure 6 Humanitarian Leave](#)

67 [5400 Procedure 8 Employee Leaves: Leave Without Pay](#)

68 [5400 Procedure 9 Court](#)

69 [5400 Procedure 10 Employee Leave-Vacation](#)

70 [5400 Procedure 11 Employee Leave: Clinical Faculty Associate](#)

71 [5400 P12 Postpartum and Parental Leave](#)