

	Current Time Off Plans				
	Minimum PTO & Vacation Days		Hours Per Work Day	=	Total Paid Time Off Hours
Teachers	16	x	8	=	128
12 Month	21	x	8	=	168
11 Month	14	x	8	=	112
10 Month	12	x	8	=	96
9 Month	10	x	7.25	=	72.5
9 Month FT Food Service	10	x	8	=	80
9 Month PT Food Service	10	x	6.25	=	62.5
9 Month PT Para	10	x	4.5	=	45
Admin- Supt./Princ.	25	x	8	=	200
Admin- Dean of St.	18	x	8	=	144
Bus Driver AM/PM	10	x	4.75	=	47.5
Bus Driver AM or PM	10	x	2.5	=	25

Maximum ESST time required to give employees is 48 hours. Those highlighted don't meet the maximum requirement based on hours contracted to work. If these employees work additional hours they are entitled to more ESST time.

ESST Requirement						
Duty Days	x	Hours	=	Total Contract Hours	/	30 hours worked = Minimum ESST Hours Required
180	x	8	=	1440	/	30 = 48
260	x	8	=	2080	/	30 = 69
225	x	8	=	1800	/	30 = 60
215	x	8	=	1720	/	30 = 57
175.5	x	7.25	=	1272.375	/	30 = 42
174	x	8	=	1392	/	30 = 46
172	x	6.25	=	1075	/	30 = 36
172	x	4.5	=	774	/	30 = 26
260	x	8	=	2080	/	30 = 69
200	x	8	=	1600	/	30 = 53
172	x	4.75	=	817	/	30 = 27
172	x	2.5	=	430	/	30 = 14

Based on contract hours these are the hours the employee would be entitled to for ESST time. Anything over 48 hours is waived as the required ESST time is only 48 hours.

Full Day Hours	1/2 Day Hours
8	4
8	4
8	4
8	4
7.25	3.625
8	4
6.25	3.125
4.5	2.25
8	4
8	4
4.75	2.375
2.5	1.25

ESST Requirement						
Teacher Sub Full Day	4	x	8	=	32	/ 30 = 1
Teacher Sub 1/2 Day	8	x	4	=	32	/ 30 = 1
Non Certified Sub Full Day	5	x	7.25	=	36.25	/ 30 = 1
Non Certified Sub 1/2 Day	9	x	3.625	=	32.625	/ 30 = 1

External Coaching Staff?	Need to assign hours to employees to determine how many hours ESST they are entitled to.
Sub Bus Drivers?	

#### Per the Department of Labor FAQ and our current PTO plans:

Front load with 80 hours of ESST is provided to an employee and made for immediate use at the start of each year and the ESST hours the employee did not use are not paid out at the end of the accrual year.

Front load with payout and no carryover- a minimum of 48 hours is provided to an employee and made available for immediate use at the start of each year and unused ESST hours are paid out at the end of the accrual year at the employee's hourly rate.

Accrual and carryover: Employee begins accruing ESST from their first day of employment, ESST accrues at the rate of at least one hour for every 30 worked, employees are permitted to accrue a minimum of 48 hours in a year, and employee carry over unused ESST into the next year. Accrued ESST is maxed at 80 hours for carryover.

#### Suggested Action Items:

-Add MOU(?) to all employee agreements indicating 1 full day of PTO is equivalent to \_\_\_\_ hours (may be different for different employees) and 1/2 day of PTO is equivalent to \_\_\_\_ hours (may be different for different employees). Also include the PTO needs to be taken in full and 1/2 increments.

-Determine a formula to establish how ESST hours are calculated for coaching staff. For example: \_\_\_\_ days of the season x \_\_\_\_ # hours = hours worked.