

Paid Time Off Policy

Years with Method	PTO Days Per Year	Maximum Carryover
1	15	20
2	20	25
3	25	30
5+	30	40

*PTO may not be sold back under any circumstances

*All PTO requests must be submitted through Zenefits and approved by supervisor

*During peak high-demand periods, max of 3 consecutive PTO days, unless approved by supervisor

Modified PTO Allowance

PTO Days Per Year
5

*Applies to employees opting out of summer 2022

Board Approval: 4/12/2022