



# Paid Time Off Schedule & Info Sheet

## Unlimited PTO Policy

Eligible after 90 days of employment  
Employees working 30 hours per week or more  
All PTO requests must be approved by your manager

### Additional Notes and Info:

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**PTO:** Paid Time Off includes vacation time, sick leave, and personal time. PTO usage will be monitored and excessive PTO requests will be addressed by your manager. Excessive sick time will require a doctor's note.

**Paid Holidays** are not included with PTO; that is, PTO isn't counted for paid holidays.

PTO eligible employees: employees working at least 30 hours per week who have been employed by Method at least 90 days.

Credentialed teachers also get 5 days of "flex" PTO time during a predetermined week in June during the transition from Track 8 to summer.

Working remotely: cleared with manager in advance.

Info on Maternity and Paternity Leave: TBA

### Paid Holidays

New Year's Day  
Martin Luther King, Jr. Birthday  
President's Day  
Friday before Easter  
Memorial Day  
Independence Day (4th of July)  
Labor Day  
Veterans' Day  
Thanksgiving Day  
Friday after Thanksgiving  
Christmas Eve  
Christmas Day  
Day after Christmas  
New Year's Eve

**\*Employees working 30 hours per week or more are paid for holidays.**

### Additional Paid Days Off

November 27th  
December 23rd, 27th, 30th  
January 2nd, 3rd, 6th

**\*Hourly employees are not paid for these days, and may take PTO or arrange with their manager to work**