

# Personnel Policy Manual

## Amendment I

### Paid Time Off

Employees are eligible to take Paid Time Off (PTO) at their discretion in consultation with their supervisor.

The number of hours of annual PTO for which each employee is eligible is to be calculated by his/her supervisor at the beginning of each fiscal year according to the following formula, with the result rounded to the nearest whole hour:

$[\text{annualized hours of service from prior fiscal year}] \times 6\%$

Employees must report any PTO hours taken on their monthly timesheet. Their supervisor is responsible for tracking and approving PTO hours taken.

Unused PTO hours may not be carried forward to subsequent fiscal years.

*- approved by Board of Directors April 19, 2017*