



KNOW YOUR CONTRACT

UNITS 1,7,8, &10: PAID TIME OFF (PTO)

Starting July 1, 2026, STA members have a new PTO system replacing the prior sick and personal day system.

PTO WINS

- Ability to use any available accrued days for approved FMLA for any family member
- Ability to take up to 3 consecutive days off – no questions asked
- Retained all 17 accrual days in addition to Bereavement days as needed

HOW YOUR PTO WORKS

- 17 PTO days are allotted at the start of each school year
- 5 of the 17 days are placed directly into your Reserve PTO Bank; the remaining 12 are readily available for PTO use
- Unused PTO and prior-year converted sick/personal accruals are placed into your Reserve PTO Bank, with no accumulation limit
- Members hired later in the school year receive PTO according to the contractual prorated schedule

PLANNED & UNPLANNED ABSENCES

Situation	Member Action	Contract Rule
Planned: 1–3 consecutive days	Notify your building principal/designee at least 5 school days in advance.	No HR approval requirement based solely on length.
Planned: more than 3 consecutive days	Submit the request through the online procedure to HR.	Advanced approval is required by HR.
Unplanned: 1–3 consecutive days	Use normal call-in procedures; update your principal/supervisor about your anticipated return when possible.	No documentation requirement based solely on length. *
Unplanned: more than 3 consecutive days	Submit documentation through the online procedure to HR.	Documentation is reviewed to determine approval by HR
After 12 PTO days used in the school year	You may be required to provide documentation for additional absence(s) to HR.	HR determines whether Reserve PTO criteria are met.

OTHER IMPORTANT RULES

- **Holidays/Recesses:** Planned PTO immediately before and/or after a scheduled holiday or recess requires prior HR authorization.
- **Weather/Emergency Closure:** If school closes on a day when PTO was already granted, the day is not deducted from your PTO accruals.
- **Separation:** Other than retirement, remaining PTO is forfeited when employment ends. If PTO has been overused, the District may deduct excess PTO compensation from the final paycheck.
- **Bereavement:** Bereavement leave remains separate from PTO under Article 15.

* **Important:** The Superintendent/designee retains the contractual right to request documentation, after any absence, supporting an unplanned absence to determine whether PTO days can be used.



PTO DECISION FLOW CHART

I NEED TO TAKE TIME OFF



PLANNED

Notify principal/designee at least 5 school days ahead.

UNPLANNED

Follow normal call-in procedures and provide updates when possible.



1-3 PLANNED DAYS

Use PTO. More than 3 consecutive planned days → submit online to HR for advance approval.

1-3 UNPLANNED DAYS

Use PTO. * More than 3 consecutive unplanned days → submit documentation online to HR for review.



HAVE YOU USED 12 PTO DAYS THIS SCHOOL YEAR?



NO

Continue under the regular PTO rules above.

YES

Documentation is required for additional absences. HR reviews whether Reserve PTO criteria are met.



RESERVE PTO MAY BE USED FOR:
FMLA-QUALIFYING EVENT • ILLNESS • APPROVED EMERGENCY

DOCUMENTATION: WHAT THE CONTRACT ACTUALLY SAYS

Our contracts use the word “documentation.” It does not state that every documentation request must be satisfied by a doctor’s note. The type of documentation needed may depend on the circumstances and the applicable process.

*** Important:** The Superintendent/designee retains the contractual right to request documentation supporting an unplanned absence to determine whether PTO days can be used.