



# Paid Time Off Policy

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Approved By: TRM Board of Directors

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## Paid Time Off Policy

All full time certified staff receive 12 paid time off days, personal or sick days, with not more than 3 consecutive days next to one another of Paid Time Off. This is based on a percentage of the FTE status of the employee.

These Paid Time Off days are not usable within the first 6 weeks of school in the fall.

Non-certified staff receive 4 paid holidays per year.