

## Update to Employee Handbook: PTO Buy Back

### PTO Buy Back

*Pending annual Board approval*, eligible employees may also be eligible for a PTO Buy-Back program in which a certain amount of PTO days are eligible to be “bought back” by the school in lieu of usage/rollover. PTO buy backs are eligible in full day (8 hour) increments only.

In order to participate in the buy back program, employees are required to submit a request to the Chief Operating Officer and their supervisor at the end of the academic year. Eligible employees are only those employees for whom a substitute would normally be employed in the event of an employee's absence in the normal course of the school year.

For 2022-2023, PTO buy back will be up to 4 days (32 hours, in 8 hour increments) at a rate of \$100/day. ~~PTO buyback amount and rates, if applicable, will be determined by the Board in Spring 2023.~~