

Addendum to Personnel Policy Handbook

Beginning January 1, 2024, any unused PTO from calendar year 2024 may be rolled over and used up to June 30, 2025. Beginning July 1, 2025, the new PTO use year will be in effect, ending June 30, 2026. Any PTO earned from July 1, 2025 through June 30, 2026 must be used by June 30, 2026. Each succeeding use year will start on July 1 and end on June 30.

Approved by Board February 28, 2024

Sunsets June 20, 2025