



PTO Policy

Legacy Academy of Excellence provides staff members with paid time off (PTO). PTO may be used for vacation, sick time, or other personal matters. Administration has the right to deny for lack of proper notice and staff shortages.

Eligibility

All full-time regular staff members are eligible to receive five days of PTO after 90 days of employment. PTO may be taken for any leave such as sickness, personal, family leave etc. Employees will receive an additional day up to ten days after two years of employment and upon renewal of their annual contracts.

Approval

At Legacy Academy of Excellence, we will make every effort to honor PTO requests; however, any member of the building or executive leadership team may elect to disapprove requests during designated "block out" dates. Block out dates are any days defined by management that may adversely impact staffing at the building level or District wide. Additionally, requests for PTO will not be honored on (1) Districtwide PD days, (2) the day before and after a paid holiday, and (3) the last day before and the first day after scheduled student non-attendance days (i.e. weather-related school closings). Failure to provide substitute plans may result in a disapprove request.

Request for Paid Time Off (PTO) & Paychex Approvals Form:

<https://forms.gle/u3Gy15ERr8Azx8CeA>

Completing this form does not guarantee the request for PTO will be granted; however, every attempt will be made to accommodate requests for time off. In addition to completing this form you MUST log in to Paychex to log into your absence. You will be informed in writing that your request has been approved.