

September 18, 2025 | Ad-Hoc Personnel Committee Special Meeting
Item No. 4 - Personnel Policy Amendment – Peak Paid Time Off (PPTO) Administration of Benefit

Current Policy

Section 5. Peak Paid Time Off

Regular employees who have completed the new hire probationary period will receive two weeks of Peak Paid Time Off (PPTO) per fiscal year for personal time off. PPTO will be provided at the beginning of each fiscal year and may be used at any time during the year, but will not carry over from one fiscal year to another (unused PPTO hours will be lost). Employees must request and be approved to use PPTO in advance, and in accordance with departmental procedures.

PPTO hours will be based on work schedule, as listed below:

General, 40-hour employees – 80 hours

Police Patrol – 84 hours

Fire Shift – 81 hours

Part-time – pro-rated based on hours worked

Employees serving their new hire probationary period may be granted access PPTO prior to successfully completing their probationary period if use of PPTO was negotiated and approved as part of their job offer or if they have a serious medical condition requiring them to be out of work unexpectedly. Use of PPTO for medical conditions must be accompanied by a doctor's note.

PPTO cannot be rolled over into a new fiscal year, roll into sick leave, or be paid out upon separation. Additionally, it cannot be used in lieu of a two-week notice or on the last day of employment.

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Pro-Rated with Immediate Access

Peak Paid Time Off (PPTO) is provided to regular employees at the beginning of each fiscal year (pro-rated for new hires and regular part-time benefitted employees). It will not carry over from one fiscal year to the next. Unused PPTO hours will be lost. PPTO cannot roll into sick leave or be paid out upon separation. Additionally, it cannot be used in lieu of a two-week notice or on the last day of employment. PPTO must be requested and approved in advance and in accordance with departmental procedures.

PPTO hours will be awarded as listed below:

	July 1 to September 30 Hire Date	October 1 to December 31 Hire Date	January 1 to March 31 Hire Date	April 1 to June 30 Hire Date
Days of Leave	10 days	7 days	5 days	2 days
General, 40-hour employees	80 hours	56 hours	40 hours	16 hours
Police Patrol	84 hours	58.8 hours	42 hours	16.8 hours
Fire Shift	81 hours	56.7 hours	40.5 hours	16.2 hours