

APP 7065PTO

PAID TIME OFF (PTO) FOR MANAGERS, ADMINISTRATORS, SUPERVISORS, SPECIALISTS AND CONFIDENTIAL (MASSC) EMPLOYEES

It is the administrative procedure of the Southwestern Oregon Community College District that MASSC employees shall receive time off with pay for eleven (11) Fridays during the summer period between graduation and Labor Day, and five (5) days off during the week between Christmas and New Year's Day.

In such instances when a MASSC employee is required to work on a PTO day, an alternative time to use the PTO will be arranged and agreed upon, in writing, by both the employee and supervisor. The College may opt, based on extenuating circumstances, to pay employees for lost PTO days instead of re-scheduling the day.

Paid Time Off was given in lieu of a cost-of-living increase for the 2002-2003 and 2003-2004 fiscal years.

Adopted as Administrative Policy/Procedure: August 7, 2019