



6.4. Salaried Employees Paid Time Off . Salaried employees as defined in Section 6.2 are also provided with paid time off for holidays, illness or injury and vacation.

- 6.4.1.** Requests for time off must be made at least two weeks in advance. Requests made without this advance notice will likely be denied due to the inherent negative impact to the District.
- 6.4.2.** Requests for time off must be sent to the supervisor via email and include the exact date(s) of absence. Supervisors must provide an email response as soon as possible verifying whether or not the request has been approved. Requests that have a negative impact on the District or other employees will not be approved. (See Section [6.5 Sick Leave](#) for additional information on requesting time off due to illness or injury.)
- 6.4.3.** When paid time off is used the supervisor is responsible for forwarding the email verifying the approved leave to the person responsible for reporting payroll by or before the end of the pay period.
- 6.4.4.** If an employee requests time off and the time off is not approved, the employee is expected to work as usual. Failure to appear for a scheduled shift is grounds for disciplinary action, up to and including termination.
- 6.4.5.** The District is not responsible for lost deposits or non-refundable fees paid out by employees prior to receiving approval for time off.
- 6.4.6.** For the purposes of accrual and usage, one day of accrued time off is defined as eight (8) hours.
- 6.4.7.** Paid time off may be transferred to another employee for humanitarian reasons only with approval from the District General Manager.
- 6.4.8.** For the purposes of calculating accrual for non-exempt employees, paid time off does not qualify as hours worked.
- 6.4.9.** Limited unpaid time off may be approved for extraordinary circumstances at a supervisor's discretion and it is expected that employees will not abuse this privilege. Excessive requests for unpaid time off that aren't supported by a written medical directive or don't fall into a valid leave category may be grounds for disciplinary action, including possible termination