



Nantucket  
**Lighthouse  
 School**

**Nantucket Lighthouse School  
 Personal Paid Leave Form**

**Paid Time Off**

All full-time (30+ hours per week) employees **accrue** personal paid leave each year. Unused personal time off cannot be carried over to the next year. The amount of time off is determined by length of year worked and length of service from date of full-time employment as follows (approved by Board of Trustees March 28, 2019):

<b>Years of Service</b>	<b>0-5</b>	<b>6 +</b>
Full-Time School Year Employees	5 Sick Days 4 Personal Days	5 Sick Days 5 Personal Days
Full-Time Year Round Employees	5 Sick Days 8 Personal Days	5 Sick Days 10 Personal Days

Name: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Number PTO Day(s):      Sick Day \_\_\_\_\_ Personal Day \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_

Approval: \_\_\_\_\_  
 Administrative Signature

\_\_\_\_\_  
 Date

CC to employee's file