



Big Blue Marble Academy

Paid Time Off Policy – What’s Changed?

Who is Eligible?

- All Full-Time teachers are still eligible for PTO (working 30+ hours per week).
- All new staff are eligible to accrue PTO after 60-days.

How Does PTO Accrue?

- Accrual for teachers will happen at the first of every month:
 - Teachers who have been here less than 5 years will earn 6.66 hours per month (total of 10 days per year).
 - Teachers with more than 5 years of tenure will earn 10 hours at the first of each month (total of 15 days per year).
 - Teachers with more than 10 years of tenure will earn 13.33 hours each month (total of 20 days per year).

How Can You Use PTO?

- Staff may not “borrow against” any un-accrued PTO.
- All PTO requests must be submitted through Paycor and approved by Center Director.
- No more than two teachers approved for time off on any given day in each center.
- Any accrued PTO that is not used during the year is not eligible for rollover.
- Any accrued and unused PTO at time of termination, where applicable, shall not be paid.

What Else Should I Know?

- Temporary and Part-Time employees are not eligible for PTO.
- All employees will be able to see their full PTO balance in their Paycor account.
- PTO is paid at employee’s regular rate of pay.
- Approved PTO is based on a first come, first serve basis.
- You are still able to use PTO as you normally would for approved time off.
- **When providing a 2-week notice of resignation, you are not eligible to use any accrued PTO.**

How Does This Accrual Compare to Other Major Competitors?

- BBMA is still offering extremely competitive PTO benefits!
- Many major competitors do not offer PTO until after a year of full-time employment.
- BBMA employees can start to accrue after 60-days of full-time employment.
- Other companies cap their PTO for teachers at 15 days - ours extends to 20 days of PTO based on tenure!