

**11.3 Leave Payout at Separation for Employees Hired Prior to 3/12/2025**

Upon retirement or termination in good standing, employees hired prior to 3/12/2024 will be compensated for earned leave payouts outlined in the personnel policies that were in effect prior to the 3/12/2025 revision.

11.3.1. PTO Payout at Separation. PTO accrual was frozen as of 3/12/2025. Upon retirement or termination in good standing, employees hired prior to 3/12/2025 will be compensated for a limited number of earned, **unused PTO leave on a scale based on the number of years of employment as of 3/12/2025 the date of termination or retirement.** The maximum compensation at separation for PTO leave will be 180 days at 50% of the employee’s hourly rate. The table below outlines PTO payment upon separation based on years of service.

YEARS OF SERVICE	MAXIMUM # DAYS FOR % OF HOURLY RATE	
	COMPENSATION	UPON SEPARATION
3	36	10%
4	48	15%
5	60	25%
6	72	35%
7	84	40%
8	90	50%
10	110	50%
12	135	50%
15+	180	50%