



BOARD POLICY VI.11

AREA:	Governance	PAGE:	1 of 1
SECTION:	System Governance	EFFECTIVE:	10/30/06
SUBJECT:	ANNUAL LEAVE RESERVE	REVIEWED:	09-24-2024

PURPOSE/EXPLANATION:

To formally document an Annual Leave Reserve Policy that will provide a uniform and systematic process of maintaining an annual leave reserve to fund the liability for each staff member's vested Paid Time Off (PTO) cost as determined at the end of each fiscal year.

The establishment of the annual leave reserve fund improves efficiencies and provides method of funding a significant liability in a manner that is not disruptive to the service delivery system and which provides a mechanism for ensuring that funds are available to cover the vested benefits of staff.

The Annual Leave Reserve Policy applies to all programs and activities operated under the auspices of Pivotal which are eligible for such reimbursement.

POLICY:

It is Pivotal's policy to establish and fund a reserve for vested staff members' Paid Time Off (PTO) leave under generally accepted accounting principles and consistent with the appropriate government accounting standards and board.