

Paid Time Off Policy

Eligibility and Benefit Overview

Employees working 30 or more hours a week shall earn 5 sick days and 5 leave days for the school year. Non-teaching full-time staff will receive 6 sick days and 6 leave days of paid personal leave per year, due to their extended work schedule. Mid-term employees will receive prorated personal leave based on the days remaining in the school year.

Unused leave days will be paid out at the rate of \$80 per day at the end of the school year. Unused leave days will not be paid out for any involuntary termination of employment.

Using Personal Leave

Each employee is required to submit a Request for Time Off form to the front office staff at least 10 days in advance of the dates of all requested paid time off (PTO). All requests for time off must be approved by the school director. Additionally, employees are to inform the school director and front office staff of PTO taken and excessive lateness in arriving at work. In the event of an emergency or unexpected illness, employees must notify the office as soon as possible, but no later than 7:00 AM.

Employees absent for less than two hours, shall not be marked down when proper notification to school personnel has been given. In absence of proper notification, the employees will be marked down a minimum of ½ day. Employees absent between 2-4 hours, shall be marked down for ½ day. Employees absent for more than 4 hours shall be marked down for a full day.

Personal leave may only be taken the day before or after a school holiday or during the first five days and last five days that students are in school for the following reasons:

1. Observance of religious holidays which fall on a regularly scheduled school calendar work day.
2. Weddings of immediate family.
3. Graduations of immediate family.
4. Required court appearances.
5. Funerals for a death not covered by bereavement leave.
6. Conferences and conventions which relate to the individual employee's work assignment and are not covered by professional leave.
7. Illness; a doctor's note may be required.
8. Other extenuating circumstances, with prior approval from the Director.

Use of personal leave days is discouraged during parent/teacher conferences and professional development days. The employee must obtain prior approval from the Director if use of personal leave is necessary during one of these events.

Holidays

School holidays include federal or state holidays, fall, winter or spring breaks and other days designated as school holidays on school's annual calendar. Part-time or hourly employees do not receive compensation on holidays of any kind. Administrative employees may be required to work holidays as determined by their supervisor or the school director and as outlined in Offer letters. Operations, maintenance, and custodial employees are required to work most school holidays and break periods.

Family and Medical Leave Act

Eligible employees may take up to 12 weeks of unpaid leave within a 12-month period per the terms of the Family and Medical Leave Act of 1993 (FMLA). FMLA leave is a specified and approved leave granted by the school upon the formal written request of eligible employees. Ineligible employees granted other forms of leave for any reason are not granted approval for nor is their leave governed by or under the provisions of FMLA. Legally married couples (spouse and spouse) employed by the school may take a combined 12 weeks of FMLA leave under specific circumstances and as defined by federal law. Eligible employees may request FMLA leave after 12 months and 1250 hours of employment service. Eligible employees must request FMLA leave with 30 days of advance written notice except in times of unexpected leave. Employees may be required to submit a Statement from a Health Care Provider verifying the need for FMLA leave. Employees are required to use any and all available (accrued) PTO or other leave time before beginning leave under FMLA. Employees may have additional rights including rights for eligible relatives of certain military service personnel and should refer to the Family and Medical Leave Act of 1993 for additional information. Employees are requested to give 2 weeks of advance notice before they plan to return to work.

Subject to the plan documents, terms and conditions of the various medical benefit plans, benefits will continue for the full period of FMLA leave. Employees who do not return to regular employment with the school after an approved FMLA leave may be required to reimburse the school for all benefit plan premiums or contributions paid by the school for the employee's elected benefit plans.

Personal Leave of Absence

This institution is an equal opportunity provider and employer
If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866)632-9992 to request a form. You may also write a letter containing all of the information requested in the form. Send Your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Requests for personal leave without pay are considered individually and granted at the discretion of school administration. The reason for the request, the employee's length of service, the employee's work record and the demands of the individual's job are examples of the type of factors typically considered in evaluating a request for personal leave of absence. A request for personal leave of absence may be granted only if the employee is not eligible for any other type of leave. Employees who are granted personal leave are still responsible to pay the employee portion of any benefit programs in which they participate. Arrangements should be made with administration to coordinate the payment of premiums and other costs during leave periods when regular payroll withholding is not possible.

Teacher salaries (and salaries of other employees whose salary is spread over a longer period than their work schedule) who take unpaid leave (including FMLA leave) will be prorated proportionate to the number of days worked out of the scheduled days according to work schedules, and the final, prorated payment will be made on the regular pay day for the pay period that includes the date of the beginning of unpaid leave. When returning from leave, a new salary will be calculated proportionate to the number of work days remaining in the school year out of the total work days scheduled for the school year. The new salary shall be paid in equal installments over the regular paydays remaining in the school year.

All leaves (paid and unpaid) are granted for a specific period of time. An employee who foresees being unable or unwilling to return to work at the end of the leave period should apply for any other leave for which the employee is eligible, including an extension of the current leave. School reserves the right to terminate the employment of an employee who does not return to work at the end of an approved leave period.

Subject to the Plan Documents, terms and conditions of the various plans and upon school approval, medical benefit plans may continue for the full period of approved leave. Employees who do not return to employment with the School after an approved leave may be required to reimburse the school for all benefit plan premiums or contributions paid by the school for the employee's elected benefit plans.

Bereavement Leave

A full-time employee of the school may request a leave of absence with pay for a maximum of five consecutive working days upon the death of a member of his or her immediate family. Members of the immediate family are defined as: father, mother, spouse, domestic partner, child, sister, brother, grandmother, grandfather, father-in-law, or mother-in-law. Proof of death may be required.

Jury Duty

Employees summoned for jury duty will be allowed the necessary time off from work to perform this civic responsibility. Employees must give School 15 days' advance notice. School will pay such employees the difference between their regular salary and any jury duty fees received for up to five days of jury duty per school year. Employees will be expected to report to work during all regular hours if their presence is not required in a jury room or court. School may require the employee to supply documentation from the court affirming the employee's jury duty service and compensation. Employees or their supervisor may ask the court to excuse an employee from jury duty if an absence would cause serious operational difficulty for the school.

Witness Duty

Employees who receive a subpoena to testify in court may be granted time off to serve as a witness for that purpose. Employees must give School 15 days advance notice. School will pay such employees regular wages if the case involves the School, and the employee is not plaintiff to the suit. Employees are not compensated if the case does not involve the school and will use PTO hours (if available) for this absence. Employees will be expected to report to work during all regular hours if their presence is not required in a jury room or court. School may require the employee to supply documentation from the court affirming the employee's witness duty service.

Voting Leave

If an employee cannot vote because of scheduled work hours' conflict with the hours of the polls, the employee is allowed up to two hours paid leave (at the regular rate) to vote in a state or federal election.

Military Duty

Leaves for military service and reinstatement after performing military service will be provided in accordance with the requirements of law (as applicable to the School at the time the leave was granted only) as defined in the Uniformed Services Employment and Reemployment Rights Act (USERRA). Employees who are absent from work in order to attend an annual encampment in a recognized reserve branch of the armed forces of the United States will receive an unpaid leave of absence of up to a maximum of two weeks per year. Employees must provide 30 days' advance notice unless an emergency or classified situation dictates otherwise, upon which evidence must be provided to the School.

Subject to the law and the Plan Documents, terms and conditions of the various plans, medical

benefit plans may continue for the full period of military leave. Employees who do not return to employment with the School after an approved military leave may be required to reimburse the School for all benefit plan premiums or contributions paid by the School for the employee's elected benefit plans.

Emergency Closings and Severe Weather

In the event that the school closes due to severe weather conditions or another reason, employees will not be required to report to work. Full time salaried employees will be paid for that day and it will not be counted as a vacation day. Hourly and/or part-time employees will not be compensated on days when the school is closed due to severe weather or other conditions. Every effort will be made to contact employees in the event of closure due to weather directly and through local media.

Donation OF PTO

All eligible employees will be allowed to donate PTO time from their unused balance to their coworkers in need in accordance with the policy outlined below. This policy is strictly voluntary.

Eligibility and Guidelines

Gateway Preparatory Academy employees with at least 180 days of service and who possess unused PTO days. Recipients of donated PTO must also be employed for at least 90 days to be eligible.

Employees who would like to make a formal request to receive donated sick/personal time from their co-workers must complete the Release of Information for Leave Donation Request form and have a situation that meets the following criteria:

- **Family Related Emergency** – This constitutes critical or catastrophic illness or injury of the employee or an immediate family member that poses a threat to life and/or requires inpatient or hospice health care. For the purposes of this policy an immediate family member is defined as spouse, domestic partner, child, parent, or other relationship in which the employee is the legal guardian or sole caretaker. This also includes other personal crisis of a severe nature that directly impacts the employee (e.g. fire, flood, etc.). The school director is responsible for determining the severity of each case and the eligibility of receiving donated leave.

Employees who donate PTO from their unused balance must complete a Leave Donation Release form (available from the Director's office) and adhere to the following requirements:



- Donation minimum of one day
- Donation maximum – no more than 50% of employee’s current PTO balance.
- Employees who are currently on an approved leave of absence cannot donate PTO

Employees who receive PTO from others must adhere to the following requirements:

- Employees who would like to make a request to receive donated PTO time are required to complete the Release of Information for Leave Donation Request form (available from the Director’s office) to allow the school to present their request to the employees of Gateway Preparatory Academy for the sole purpose of soliciting donations.
- Employees who receive donated PTO may receive no more than 10 days within a school year.
- All forms must be returned to the designated front office staff as soon as possible.
- Requests for donations of PTO must be approved by the Director.
- If the recipient employee has available PTO time in their balance, this time will be used prior to any donated PTO time. Donated PTO may only be used for time off related to the approved request. PTO donations will be recorded and used in the order received, taking one day from each donor before taking more than one from a single donor. PTO time donated that is in excess of the time off needed will be returned to the donor. The donors will be notified in writing of any unused returned PTO and the proper adjustments will be noted during payroll processing.

Effective August 06, 2018

Board Approved on