



Employee Personal Time Off Policy

We value the overall wellbeing of all our staff and understand there are times individuals need to be away from school.

Personal Time Off (PTO)

Each full-time employee (FTE) will be granted 8 days (6.75 hrs/day) of Personal Time Off (PTO) and two Wellness Days, given at the beginning of each school year. (Office/Lunch Manager 8 hrs/day)

Wellness Days (WD)

Staff members working between 15 and 30 hours per week will receive two Wellness Days, equivalent to their normal workday granted at the beginning of the school year. Wellness days cannot be cashed out or rolled over. We highly encourage these days to be used to help employees maintain balance and wellness in their personal lives.

PTO/WD Approved Uses

PTO/Wellness days will encompass all reasons that do not need to be justified nor explained. No separate sick time will be tracked or accrued.

Full-Time Employee (FTE) PTO Guidelines:

PTO hours will be deducted from your balance in increments based on the amount of time missed.

>2 Hours Personal Time Off (FTE only)

- For short amounts (> 2 hours) where arrangements can be made to cover the classroom with onsite colleagues and does not require a substitute teacher, teachers are NOT required to use PTO.
- The teacher is fully responsible for finding the appropriate coverage and checking with the office manager to make sure the requested staff is not assigned elsewhere as well as to let the school know you will be off campus.

Non-Approved PTO/WD

The following days are considered important learning days for students and teachers and should not be missed for any pre-planned or pre-scheduled reasons:

- contracted days prior to the first day of school,
- the first and last weeks of school,
- grading days, professional development days,
- and the day immediately preceding, or following a school holiday or break.

End of Year PTO/WD Guidelines:

At the end of the school year, unused PTO days can be cashed out, contributed and/or rolled over in the following ways:

- “Cash out” up to 8 PTO days (6.75 hrs/day) at the rate of \$200 per day, in the form of cash on the next paycheck. (8 hrs/day office & lunch manager)
- “Cash out” to invest up to 8 PTO days (6.75 hrs/day) at the rate of \$250 per day, in the form of a contribution to retirement account or HSA. (8 hrs/day office & lunch manager)
- An FTE may accrue a maximum PTO balance of 20 days. Any unused PTO from the current school year will roll over and be added to the new school year’s annual PTO allotment of 8 hours. If the combined PTO balance exceeds the maximum allowable accrual, the excess will be automatically cashed out at the end of the school year. (Standard employees: 20 days = 135 hours (6.72 hrs/day) Office & Lunch Manager: 20 days = 160 hours (8 hrs/day)
- Combination of cash out and rollover options.

Negative PTO Balance Guidelines:

- In the case a teacher exceeds the allotted PTO balance, and goes in the “negative”, the balance will be payroll-deducted at an amount of \$100 per day.
- In the event of an involuntary separation of employment, any unused PTO balance will not be paid out.
- When a teacher retires or resigns in good standing, any unused PTO balance may be cashed out at the rate listed above.

Parental Leave Policy

We desire to provide our new-parent full time staff with time off to help successfully transition into a bond with their new family addition. An FTE is eligible for up to 6 consecutive calendar weeks of paid Parental Leave, immediately following the birth or adoption of a child.

One exception to be handled on a case-by-case basis with teaching staff: in the event the 6 weeks immediately following a birth or adoption overlaps with the first week of school and/or the week prior to the first day of school, we would like to consider an arrangement to have the classroom teacher present during those weeks and complete the remaining parental leave within the following six weeks of school.

Any PTO available at the time of a child's birth or adoption may be used for additional time off, at the teacher's discretion; the length of leave may not be otherwise extended.

Parental Leave is not an accumulation of PTO days and therefore cannot be paid out upon termination, nor cashed out at the end of the school year.

Staff should notify school administrative staff of their need for leave, and provide their estimated dates for time off. Requests can be adjusted as needed to account for birth/adoption dates or medical requirements such as doctor-prescribed bed rest.

Bereavement Leave Policy

In acknowledgment of the extremely difficult situation of the passing of a family member, a full-time employee may receive the following time off, fully paid without deducting from PTO balance. Any additional time off requested will be deducted from PTO balance.

- Up to 5 days for the passing of immediate family member: parent, spouse, or child/stepchild. This would include a stillbirth or delivery in which the infant did not survive.
- Up to 3 days off for the passing of a family member, including; sibling, parent-in-law, grandchild, or a fetus due to miscarriage.
- One full day off for the passing of an extended family member, including a grandparent, aunt, uncle, or in-law of the same relation.