

4.1 PAID TIME OFF POLICY

Scholars Academy strives to recruit and retain exceptional staff members. Scholars Academy recognizes that supporting employees as they balance career, families and health, ultimately benefits the institution. Our goal is to create a community that supports employees and their families and regards family-care and self-care as legitimate and important.

Scholars Academy also recognizes that consistent in person staff attendance is integral in advancing student achievement. Therefore, Scholars Academy wishes to create a culture that expects employees to be in attendance on student days as much as feasibly reasonable. Employees are encouraged to schedule non-urgent appointments on non-student days.

When illness or other circumstances necessitating absence do occur, the following policy is in place. For circumstances requiring additional leave, please refer to Scholars Academy's Family Medical Leave Policy.

Earned Personal Leave

1. All Scholars Academy full-time and part-time salaried employees and full-time hourly employees are eligible to receive one work day (*i.e.*, 8 hours) of sick/personal time off (“**PTO**”) for every 17 days of work (*i.e.*, every 136 hours) each fiscal year. For example, a full-time salaried employee working 187 full days is eligible to receive 11 days of PTO. When calculating PTO, fractions of an hour will be rounded up to the nearest whole hour. For the purposes of this policy, the equivalent of a day or work day is 8 hours.
2. Part-time hourly employees (*i.e.*, working less than 30 hours per week) are not eligible for PTO.
3. Scholars Academy recognizes that sicknesses and other circumstances arise at all times of the year. In order to help employees take full advantage of their earned PTO, Scholars Academy fronts potential earned PTO based on the employee's position at the start of employment, provided however, if an employee leaves Scholars Academy for any reason and has used PTO that has not been earned, the unearned used PTO will be deducted from the employee's paycheck(s) at the employee's effective daily rate.

Accumulation of Leave

1. Any accrued and unused PTO remaining at the end of the school year will be paid to the employee at a rate of \$50 for every 4 hours of accrued unused PTO up to 40 hours (*i.e.*, the equivalent of 5 full work days). The payment of these accrued unused PTO hours will be paid to the employee at the end of the school year.
2. Employees leaving Scholars Academy for any reason prior to the end of the school year will not be paid for any accrued and unused PTO.
3. Accrued and unused PTO will not be rolled over or transferred to subsequent years for any reason.

Use of PTO

1. Employees may use PTO to attend to the health needs of themselves or their families or to attend to other personal or private matters (*e.g.*, religious holidays, funerals). Except in the event of an emergency, employees will not be permitted to take PTO during periods of school operations where it is critical that employees be in attendance (*e.g.*, teacher work days, teacher professional learning days, any day prior to or following a holiday). These critical periods will be identified at the beginning of the school year by the Executive Director and may vary based on an employee's job description.
2. Employees may elect to exhaust accrued PTO during the waiting period for short term disability benefits to commence.

3. Any PTO that has been used by an employee but has not been earned by the end of the school year will be deducted from the employee's paycheck at the employee's effective daily rate. In addition, any PTO that has been used by an employee beyond their allotted PTO hours may result in disciplinary action up to, and including, termination.

Notice

1. PTO requests are to be submitted in the manner established by the administration, which shall be communicated to employees. Except in the case of an emergency, PTO requests must be submitted at least one week in advance of the planned absence and at least two weeks in advance for planned absences of three or more consecutive work days. In the case of an emergency or unforeseen circumstance, PTO requests should be submitted within 24 hours after the employee's return to work.
2. PTO taken without advance approval may become days without pay and may result in disciplinary action up to, and including, termination.

Other Leave

Jury Duty: If an employee receives a jury summons, the employee must notify the Executive Director immediately. Provided that no petition to be excused from such service due to hardship has been granted, full-time employees are eligible to receive pay for up to five (5) working days for jury service and part-time employees are eligible to receive a prorated portion of said five (5) working days based on the percentage at which said employee is employed. No employee shall be compensated for jury leave without written notice of service from the court in which jury service was performed. Requests for jury service leave in excess of five (5) working days will be considered on a case-by-case basis. Jury duty leave is available to all employees. The employee must report to work on days or parts of days when the employee is not required to report to jury duty.

Military Duty: A military leave of absence will be granted to employees who are absent from work because of service in the United States uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act and other applicable law. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. Employees should contact the Executive Director for information regarding payment of wages, if any, while on Military Leave and for any additional information or questions.

Family and Medical Leave Act: Please refer to Scholars Academy's Family Medical Leave Policy.

Other Leave Required by Law: Scholars Academy shall comply with any other leave required by applicable law.

History

Adopted: November 21, 2016

Amended: August 7, 2019

Amended: August 1, 2023