



## **Employee Handbook Updates / Changes**

Reach Cyber Charter School's Human Resources department in collaboration with the senior leadership conducted a review of the current 2023-2024 Employee Handbook. The following provides a summary of the major changes and updates. With Board approval, the School will publish the Employee Handbook effective July 1, 2024.

- Updated the non-instructional salary structure to reflect board approved changes.
- Added a new section to define and explain administrative leave.
- Expanded bereavement leave guidelines to include a relative living in the employee's household as an eligible family member for five days of bereavement leave.
- Expanded bereavement leave guidelines to include niece and nephew as eligible family members for one-day of bereavement leave.
- Reduced the minimum PTO leave request from two (2) hours to one (1) hour.
- Removed the provision to payout fifty percent (50%) of the bonus to staff who respond to the intent to return survey indicating they will not return for the next school year.
- Clarified that the school limits approved serious illness leave to 10 days per school year.
- Renamed the COVID-19 section as Respiratory Virus Policy. This aligns with the recent CDC guideline changes reflected in the school's Respiratory Virus Policy formerly published as COVID-19 Workplace Guidelines.