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| <b>5220</b>                       | <b>Paid Time Off / Personal Leave Policy</b> |
| <b>Approval Date:</b>             | <b>September 2020</b>                        |
| <b>Category:</b>                  | <b>Personnel</b>                             |
| <b>Governance Accountability:</b> | <b>Board of Directors, Leadership</b>        |
| <b>Audience:</b>                  | <b>Employees</b>                             |

### **Leaves of absence**

Pine Lake Preparatory makes leaves of absence available to employees as follows:

**Family Medical Leave Act:** <http://www.dol.gov/whd/fmla/>

**Jury Duty:** Leave of absence for Jury Duty. Any jury or witness fee paid may be retained by the employee. If the employee is not selected for duty on jury, the employee will return to work immediately. Upon completion of jury duty, a Verification of Attendance form must be presented to Pine Lake Preparatory. Employees who are excused from jury duty for the day, or are excused early, should report to work when practical to do so. If an employee is called to serve on jury duty at a time that would unreasonably interfere with normal education and business operations, the employee may request that the required service be rescheduled for a later date that would be more convenient for Pine Lake Preparatory.

**Military Leave:** A leave of absence for required military service. Pine Lake Preparatory complies with applicable state and federal law concerning leaves for military service.

**Worker's Compensation:** A leave of absence for a work-related illness or injury. Pine Lake Preparatory complies with applicable state and federal law concerning leaves for work-related illness or injury.

The following general provisions apply to all **leaves of absence**:

1. A request for an extension of a leave of absence must be made in writing prior to the expiration date of the original leave, and when appropriate, must be accompanied by a physician's written statement that certifies the need for the extension.
2. Failure to return to work on the first day following the expiration of an approved leave of absence may be considered a voluntary termination.

3. Coverage under the school's group insurance plans will be continued on the following basis:
  - A. For the first thirty days of an approved leave, Pine Lake Preparatory will continue to contribute to premiums as if the employee were actively at work;
  - B. Employees will be required to pay the entire premium for the continued coverage during the portion of an approved leave of absence in excess of 30 days.
  - C. Employees must make arrangements with Pine Lake Preparatory to pre-pay their share of group insurance premiums before going on leave of absence.
  - D. For Leave of Absence that falls under the Family Medical Leave Act, Pine Lake Preparatory will follow all guidelines established by the US Department of Labor, in regards to insurance continuation. For more information, please see link to Family Medical Leave Act above.
4. Employees will not accrue length of continuous service for the portion of a leave of absence in excess of 30 days.
5. Employees on leave of absence will be subject to lay off on the same basis as employees who are actively at work.
6. Employees on leave of absence must communicate with the Head of School (or delegate, such as Building Head) on a regular basis, at least once each month, regarding their status and anticipated return to work date.
7. Employees who falsify the reason for their leave of absence will be subject to disciplinary action, up to and including possible termination.
8. All leaves of absence must be approved in advance, in writing, by the appropriate Principal or Executive Director.

### **Paid Time Off (PTO)**

It is the policy of Pine Lake Preparatory to combine vacation and sick leave into a single program called Paid Time Off (PTO). The PTO plan involves excused absence from regularly scheduled work with the approval of the appropriate Principal or Director and is provided to enable the employee to attend to personal needs. All full time employees are eligible to participate in this plan.

All full-time employees on 10-month contracts will accrue 96 PTO hours (12 days) per academic year. Full-time employees on 12-month contracts hired prior to 8/1/2018 will accrue 192 PTO hours (24 days) per academic year. Full-time employees on 12-month contracts hired 8/1/2018 and after will accrue 128 PTO hours (16 days) per academic year. Employees may accumulate up to 720 hours (90) days of PTO. Once a balance of 720 hours is reached, accrual stops until the balance is reduced below the 720 hours.

PTO hours may be taken in increments of 4 hours only. In the event of a pandemic, employees may be able to take PTO in hourly increments as needed upon approval. Any days used above PTO days accrued will be unpaid. Employees may elect to exhaust accumulated PTO during the 60-day waiting period for Short Term Disability benefits to commence.

Employees who resign in good standing shall receive the first 240 PTO hours banked at 100% of their current hourly wage rate. PTO hours banked above the 240 hours will be paid at 50% of the employee's current hourly wage rate. An exception to this shall be for "retiring" employees. All banked PTO hours will be paid in full for those retiring who are either:

- A. Age 62 or above and have at least 10 years of continuous employment with Pine Lake Preparatory, or
- B. Any employee who is under age 62 but has at least 20 years of continuous employment with Pine Lake Preparatory.

Payment will be made on a monthly basis with the maximum of 173 hours paid for 12-month employees and 164 hours paid for 10-month employees each month until the balance is cleared. PTO hours do not continue to accrue during the time of pay out.

Should a person be re-employed by Pine Lake Preparatory, the individual will start earning PTO hours as any other new employee. No hours or seniority is transferable from the previous time of employment.

Employees may donate PTO to another staff member in the event of serious illness of the staff member or a family member. In order to donate PTO, the employee must have at least 40 PTO hours (5 days) remaining for the current school year. Time may be donated in full day increments. Time donated will be deducted from the PTO days of the person donating the time, and added to the person receiving the time. A "Paid Time off Donation" form must be completed and approved prior to any donation of time.

### **Bereavement Leave**

Full-time and part-time employees will be eligible for paid Bereavement Leave. Full-time employees will receive up to 3 days of pay and part-time will receive a pro-rated amount based on their work schedule. This leave granted to arranged and/or attend the funeral of an immediate family member. Immediate family member for the purpose of this policy is defined as the employee's grandparents, parents, legal spouse, mother-in-law, father-in-law, brother, sister or child. Bereavement leave will not be considered as hours worked for the calculation of overtime.