



The Academy

11800 Lowell Boulevard, Westminster, CO 80031-5097 (Main Campus)
 12161 Park Centre Drive, Westminster, CO 80234-2782 (North Campus)
 Phone: 303-289-8088 Fax: 303-289-8087 Website: www.theacademyk12.org

“Pursuing Truth, Wisdom, Excellence”

Mission Statement: “The Academy serves our students to develop college ready, exemplary citizens by promoting excellence in academics, character and relationships.”

Academy Employee Leave

Employees start earning paid leave as soon as they are hired. Employees may use their Personal Leave as it accrues in accordance with Colorado’s Healthy Families Workplace Act.

Paid Sick Leave (Personal Leave)

Employee Type (scheduled to work)	Work Hours Per Day	Personal Leave Per School Year
Athletic Coaches	Varies	Earn 1.0 hour Personal Leave for every 30-hours worked
Substitutes	Varies	
Less than 0.5 FTE	Varies	
9-month employee (199 or less workdays)	8 or more hours	64 hours *
10-month employee (200 to 219 workdays)	8 or more hours	72 hours *
11-month employee (220 to 246 workdays)	8 or more hours	80 hours *
12-month employee (247 to 260 workdays)	8 or more hours	88 hours *
		*prorated for part-time employees

To request leave, Athletic Coaches and Substitutes, need to send an email to leave.requests@theacademyk12.org. Emails received by the 15th of the month, will be paid at the end of the current month. All other employees follow the normal leave processes.

Holiday and Vacation Leave

Holiday and Vacation Leave is for 12-month employees only. Holidays are built into the regular school calendar for all other employees.

Holidays for 12-month employees is based on their normal scheduled work hours. The holidays are as follows: Independence Day, Labor Day, Veterans’ Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, New Year’s Day, Martin Luther King Jr. Day, Presidents’ Day, Friday of Spring Break and Memorial Day.

Vacation Leave

Months of Service	Hours Monthly	Hours Annually
Vacation 0 – 60 months (0-5 years as of July 1)	6.67	80 *
Vacation 61 plus months (5 plus years as of July 1)	10.0	120 *
Maximum Accumulation Cap (MAC) will be based on your annual vacation hours, either 80 or 120 hours. Employees will begin to earn vacation once their vacation balance falls below the MAC.		
		*prorated for part-time employees

Revised: 2/2/2021