



## **Propel Schools Paid Time Off Policy**

This policy applies to all positions not part of the Propel Charter Schools Education Association (“PCSEA”). Individuals in positions covered by the Collective Bargaining Agreement (“CBA”) with PCSEA should refer to the CBA for their Paid Time Off Policy.

This policy is effective July 1, 2023.

### **Definitions**

*Personal Time:* Time provided to Full Time employees for authorized paid absences from work for the purpose of attending to personal business and emergency situations.

*Vacation Time:* Time provided to all Full Time Calendar Year employees for authorized paid absences from work for the purpose of attending to personal business and emergency situations.

*Sick Time:* Time provided to Full Time employees for their own personal illness, injury, or medical appointment or for the illness, injury or medical appointment of an immediate family member or dependent.

*Bereavement:* Time provided to employees for absences related to the death of immediate family members

*Jury Duty:* Time provided to employees for absences related to Jury Duty

### **Procedures**

#### **Personal Time**

All full-time employees receive personal hours, granted at the beginning of the school year. Part-time employees are not eligible for paid time off under this policy and follow the separately written Part Time Sick Day Policy. For full-time employees beginning employment while the school year is in progress, personal time will be prorated based on the date that employment begins. This policy



complies with the requirements of the Paid Sick Days Act as published by the City of Pittsburgh.

| Yearly Personal Hours<br>School Year 220 day employees<br>Calendar Year, 260 day employees |    |
|--|----|
| Under 5 years of Service   | 80 |
| 5 years - 10 years of service  | 88 |
| 10 years of service and above  | 96 |

| Yearly Personal Hours<br>School Year 200 day employees |    |
|--|----|
| Under 5 years of Service                               | 72 |
| 5 years - 10 years of service                          | 80 |
| 10 years of service and above                          | 88 |

| Yearly Personal Hours<br>Full Time Foodservice Employees |    |
|--|----|
| Under 5 years of Service                                 | 60 |
| 5 years - 10 years of service                            | 66 |
| 10 years of service and above                            | 72 |

PTO may be taken in one-hour increments. Employees shall give 2 weeks notice requesting PTO when possible. Each Department Leader will set dates on which PTO may not be used. These dates will be shared yearly with staff. Exceptions



may be granted by submitting a written request to the Human Resources Department with thirty (30) days notice.

Any unused PTO days at the end of each school year shall be paid to the Employee at the employee's rate of pay in effect at the time, no later than July 15.

Any unused PTO days shall be paid to the Employee at the employee's daily rate of pay in effect at the time of resignation no later than thirty (30) days from their last day worked. In the case of resignation or retirement, an Employee must provide a written letter to their supervisor with an effective date, which provides a minimum of thirty (30) days advance notice, to receive payment for unused PTO.

Requests for use of Personal Time must be submitted to the employee's principal or supervisor, through the Ulti-Pro Time Management system within a timely manner. Failure to submit time off through Ulti-Pro will result in disciplinary actions.

Employees must use Personal Time, if they have time available. Employees may not opt to be unpaid in lieu of using Personal Time.

### **Paid Sick Leave**

Yearly, all full time employees will be granted 5 days of sick leave. Sick leave shall only be used for the Employee's own personal illness, injury, or medical appointment or for the illness, injury or medical appointment of an immediate family member or dependent.

Sick leave may be taken in one-hour increments. Management may request that an Employee who is absent due to illness or injury for more than three (3) consecutive days provide a physician's note upon their return to work verifying the illness or injury. Such verification may be requested for other sick leave absences when a pattern of abuse/absenteeism has been identified (ex. Utilizing sick days on the same day of the week, frequently adjacent to a weekend, Holiday or other leave, etc.).

Sick leave used on a day following or preceding a Holiday, and during the period of resignation will require a physician's note upon return to work.



Up to five (5) days of unused, accrued, sick leave may be rolled over from year to year into a personal paid sick leave bank not to exceed forty-five (45) days. Banked sick days may be used if an Employee has exhausted their yearly allotment of five (5) sick days. Upon separation from employment for any reason, except for termination for just cause, any unused banked sick days shall be paid to the Employee at the employee's rate of pay in effect at the time of resignation no later than thirty (30) days from their last day worked. In the case of resignation or retirement, an Employee must provide a written letter to the school administrator with an effective date, which provides a minimum of thirty (30) days advance notice, to receive payment for unused paid sick leave.

PTO time does not have to be exhausted before using Sick Time or Sick Bank Days.

Sick Leave may be used for any reason, including but not limited to:

- (1) An employee's mental or physical illness, injury or health condition; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; an employee's need for preventive medical care;
- (2) Care of a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventive medical care; or
- (3) Closure of the employee's place of business by order of a public official due to a public health emergency or an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or care for a family member when it has been determined by the health authorities having jurisdiction or by a health care provider that the family member's presence in the community would jeopardize the health of others because of the family member's exposure to a communicable disease, whether or not the family member has actually contracted the communicable disease.

For the use of sick time, that is requested for a reason listed in (1)-(3) above, that lasts three (3) or more full consecutive days, Propel may require the employee to present reasonable documentation that the sick time has been used for a purpose covered above. This documentation should be submitted to HR when requested by the Principal or Manager.



If an employee feels they have been denied their right to use sick time for the purposes listed in (1)-(3) above, they should contact the Senior Director of Human Resources. Employees that perform work within the city of Pittsburgh have the right to file a complaint with the Mayor's Office of Equity. For more information or to file a complaint please visit <http://paysickleave.pittsburghpa.gov>.

Propel will not retaliate or discriminate against an employee because the employee has requested to use sick time for the purposes listed in (1)-(3) above or exercised his/her right to file a complaint with the City of Pittsburgh Office of Equity or a court. Usage of Personal Time for the reasons listed in (1)-(3) above will not count as an absence that may lead to or result in discipline, discharge, demotion, suspension, or any other adverse action. unless the employee does not follow the applicable notification and documentation procedures described above.

### **Vacation Time**

Full Time, Calendar Year employees will accrue vacation time throughout the year. Vacation Time not used within the year (August-July) will be carried over to the next year; however, an employee may not carry over more than 240 hours. Vacation Time must be used in 1 hour increments.

Vacation requests must be submitted via the HR System at least two (2) weeks in advance. Each Department Leader will set dates on which Vacation time **may not be used**. These dates will be shared yearly with staff. Exceptions may be granted by submitting a written request to the Human Resources Department with thirty (30) days notice.

Unused, accrued Vacation Time is paid out to the Employee upon termination or resignation based upon the Employee's hourly rate of pay. In the case of resignation or retirement, an Employee must provide a written letter to the school administrator with an effective date, which provides a minimum of thirty (30) days advance notice, to receive payment for accrued, unused Vacation Time.

If an Employee leaves the organization with a negative balance, the organization will deduct the amount of pay associated with those hours from the Employee's final paycheck, to the extent allowed by law.



|   | Accrual Rate             |
|---|--------------------------|
| Employees with less than 5 years of service   | 3.332 hours per paycheck |
| Employees with 5 + years of service and Managers  | 5 hours per paycheck     |
| Principals, Directors, Coaches, Assistant Directors, Coordinators, School Psychologists | 6 hours per paycheck     |
| Senior Director Level employees   | 8 hours per paycheck     |

\*Employees in Director Level roles as of June 30, 2020 will continue to accrue 8 hours per paycheck so long as they remain in a Director position. Any new employee or internal promotion to a Director position will accrue vacation at 6 hours per paycheck.

**Bereavement**

Full-time employees will be granted five (5) days paid time off for a death in the immediate family (spouse, significant other, child, parent, grandparent, parents-in-law, siblings, and sibling-in-law). Employees experiencing extenuating circumstances may be granted additional time off with or without pay at the discretion of Propel. To be granted additional time off, employees experiencing extenuating circumstances must notify Human Resources as soon as possible.

One day of Bereavement Time will be granted to full-time employees for the death of other close relatives or close friends.

**Jury Duty**

Employees called to jury duty must give a copy of the jury duty notice to their immediate supervisors. Supervisors must forward the jury duty notice to the Human Resources Department. Employees will be paid up to two weeks of full regular pay for time served on jury duty.

| Approved By       | Date    |
|-------------------|---------|
| Dr. Tina Chekan   | 6/12/23 |
| Board of Trustees | 6/12/23 |