

Leaves of Absence Overview*

Regular full and part-time employees are eligible for **FIVE Personal Leave days each year.**

Advantage Academy allows eligible employees** to roll-forward unused personal leave days. Unused Personal Leave that has been rolled-forward can only be accessed after the current year allotted personal leave days have been exhausted.

In addition to five days of personal leave, regular full and part-time employees are eligible for **FIVE Emergency Sick/Bereavement Leave days each year.**

In addition to Emergency Sick/Bereavement Leave, regular full-time employees who have been employed by Advantage Academy for one calendar year (when leave begins) are eligible for up to **FOUR WEEKS of paid Extended Sick/Parental Leave.**

**An “eligible employee” is an employee that has been employed with Advantage Academy for at least 12 months and has worked at least 1,250 hours during a 12 month period prior to the start of the supplemental leave. The 12 months do not need to be consecutive months.

*The above information offers an overview of Leaves of Absence offerings. Restrictions apply. More information about Leaves of Absence eligibility and other benefits are defined in the Advantage Academy Employee Handbook.

