TRINITY ACADEMY

SOUTH BEND

STAFF VACATION & LEAVE POLICIES

Trinity staff members are a tremendous blessing to our community! Your professional service across operations, advancement, enrollment, athletics, and administrative support is what makes our community of learners possible. We are grateful for your dedicated teamwork, which is essential in helping Trinity students develop into the young men and women God intends them to be. **Thank you.**

This explanation of leave benefits describes the policies that we use to ensure consistency and fairness to all staff. From time to time, there might be changes to the information contained here, although we strive to keep it current. This description of benefits is not a legally binding document and nothing in this document creates a contractual agreement. All employment relationships are "at-will." If you have any questions regarding our benefits, please feel free to reach out to your supervisor for more information.

May God bless your service to the students, families, faculty and staff at Trinity Academy, South Bend.

MISSION STATEMENT

The mission of Trinity Academy South Bend is to impart ordered knowledge about the world and to train students in intellectual skills and qualities of mind so that they might serve God in building his kingdom. We achieve this by establishing a culture and community marked by the pursuit of truth, beauty, and goodness. Trinity Academy is dedicated to the rigorous exploration of reality, the free and disciplined exchange of ideas, and the creation of beauty in the fine arts.

YEARS OF SERVICE

All consecutive years of employment at the Trinity at Greenlawn campus in South Bend are counted towards eligibility for paid time off calculations.

VACATION PAY

Eligibility
Full-time hourly employees and part-time employees who average 24+ hours weekly are eligible for vacation-pay benefits. Since full-time salaried employees do not submit hours for accrual, they should use the schedule below to determine personal leave time.

Vacation accruals begin on the first day of the month that follows the month in which you were hired. Vacation is accrued according to the schedule below. Vacation pay will not accrue during an unpaid leave of absence.

Years of Service	Vacation Days Accrued per Year*	Vacation Hours Accrued per Month*
0-2	12	8
3-5	15	10
6-9	18	12
10+	21	14

*Vacation days and hours are pro-rated based on the average number of hours worked per week for eligible part-time staff (e.g. a 60% employee earns 60% vacation leave). Employees may use paid vacation time only after that time has been accrued.

Requests for vacation leave
To schedule vacation time, employees should submit a vacation request to their supervisor well in advance of requested leave. To promote smooth operations at school, vacation schedules should be coordinated with other staff. If the request for vacation leave is denied, the supervisor will provide an explanation for the denial.

Vacation Pay
Vacation will be paid at the employee's rate that is in effect at the time the leave is taken.

Use of vacation leave for sick leave
Vacation leave can be used in circumstances of employee absences that have exhausted the employee's available sick leave. Once the sick-leave bank has been exhausted, vacation leave can be used to receive pay for time missed.

Vacation Accruals
Vacation accruals are not limited to the academic year. Employees are eligible to roll unused vacation time into the following year.

Change in status
If an employee goes from full-time to part-time, the employee will still be able to use any unused vacation days that were previously accrued.

Termination
If employment is terminated, up to (the equivalent of) 2 weeks of any accrued, unused vacation leave that has been earned through the last day of active employment will be paid out upon request by the employee.

SICK LEAVE

Full-time hourly employees and part-time employees who average 24+ hours weekly are eligible for paid sick leave. Eligible full-time employees earn sick leave at a rate of 8 hours per month worked. Part-time employees earn sick leave every month according to the following calculation *%FTE x 8 hrs/month* (e.g. for a 60% employee .6 x 8 hrs = 4.8 hrs/month).

Sick-leave accruals begin on the first day of the month that follows the month in which the employee was hired. The maximum sick leave that can be accrued is (the pro-rated equivalent of) twelve sick days. Sick leave will not accrue during an unpaid leave of absence.

- Employees who are unable to work due to illness should notify their immediate supervisor the night before or as soon as possible.
- Sick leave is to be used for illness or the illness of a dependent in your care.
- If an employee is frequently absent due to illness or absent for an extended period, a written excuse from a physician might be required.
- Employees can use paid sick leave only after that leave has been accrued.
- Unused sick leave will not be paid upon separation from employment.

HOLIDAYS

Full-time employees will be paid for holiday time off. Part-time employees will be paid for holidays that fall on regularly scheduled work days. Staff should normally expect to work during academic breaks.

Trinity Academy South Bend office will be closed and all employees will be off on the following holidays:

- New Year's Day (January 1)
- Martin Luther King Day
- Good Friday
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve (December 24)
- Christmas (December 25)
- Day after Christmas (December 26)

REMOTE WORK

Trinity Academy South Bend requires employees to work onsite as a general rule and does not include remote working hours as part of the standard workday. However, under extenuating circumstances—such as caring for a sick child, emergency situations, or unplanned travel—employees may request remote work directly from the Head of School.

BEREAVEMENT LEAVE

Trinity Academy South Bend provides 5 days of paid bereavement leave to employees who need time off following the death of an immediate family member. Paid leave of up to three days is allowed following the death of a near relative. Additional unpaid leave may be granted at the discretion of the Head of School. Paid leave, such as paid vacation time or paid sick time, may also be used.

FAMILY AND MEDICAL LEAVE ACT (FLMA)

Trinity Academy South Bend offers leave in accordance with the Family and Medical Leave Act (FMLA) and applicable state laws. Employees may be eligible for FMLA leave if they have worked for Trinity Academy for at least 12 months, and for at least 1,250 hours over the 12 months prior to the start of leave.

Employees can request up to 12 weeks of job-protected, unpaid FMLA leave per year for any of the following reasons:

- the birth and care of the newborn child of an employee
- placement of a child into adoption or foster care with the employee
- care for a spouse, child, or parent who has a serious health condition
- care for the employee's own serious health condition

If available, paid parental leave may be used during FMLA leave. Sick leave can also be used if applicable. Those receiving group health benefits will maintain those benefits during FMLA leave. Employees may be asked to provide documentation when requesting FMLA leave.

PARENTAL LEAVE

Trinity Academy South Bend will provide paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted child.

Eligible employees must meet all the following criteria:

- Have been employed at the Trinity Greenlawn campus for at least 12 months (the 12 months do not need to be consecutive).
- Have worked at least 1,000 hours during the 12 consecutive months immediately preceding the date on which the leave would begin.
- Be a full-time or part-time, regular employee (temporary employees and interns are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse of a woman who has given birth to a child.
- Have adopted a child (the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.

The amount and time frame for paid parental leave follows:

- Full-time employees who have worked at Trinity Academy for at least 12 months will be eligible for 80 hours of paid parental leave (or, for part-time employees, the average number of hours that they work over a two-week period).
- Full-time employees who have worked at Trinity Academy for at least 24 months will be eligible for 120 hours of paid parental leave (or, for part-time employees, the average number of hours that they work over a three-week period).
- Full-time employees who have worked at Trinity Academy for at least 36 months will be eligible for 160 hours of paid parental leave (or, for part-time employees, the average number of hours that they work over a four-week period).
- Each hour of paid parental leave is compensated at 100 percent of the employee's regular, straight-time hourly rate. Paid parental leave will be paid on regularly scheduled pay dates.
- Approved paid parental leave may be taken at any time during the 12-week period immediately following the birth, adoption, or placement of a child. Any unused paid parental leave will expire at the end of that 12-week period.

Coordination with Other Policies:

- Paid parental leave taken under this policy will run concurrently with leave under the FMLA. In no case will the total amount of leave—whether paid or unpaid— exceed 12 weeks.
- After the paid parental leave is exhausted, the balance of FMLA leave (if applicable) can be compensated through accrued sick or vacation time. Upon exhaustion of accrued sick or vacation time, any remaining leave will be unpaid leave.
- Those receiving group health benefits will maintain those benefits during the leave.
- Employees will not accrue vacation or sick leave while on paid parental leave.

Requests for paid parental leave:

Employees must give their supervisor notice of the request for leave at least 60 days prior to the proposed date of the leave (or, if the leave was not foreseeable, as soon as possible). The employee must complete the necessary forms and provide all documentation as required to his/her supervisor to substantiate the request.

MILITIARY LEAVE

Trinity Academy South Bend grants a leave of absence for military service in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Employees should give their supervisor advance notice of upcoming military service unless military necessity prevents advance notice. Employees will not be paid for military leave; however, they may use vacation time to receive pay and will continue to maintain group health benefits.

JURY DUTY

Trinity Academy South Bend encourages employees to fulfill their civic responsibilities if called. If summoned for jury duty:

- Employees should contact their immediate supervisor.
- Full-time employees will be paid the difference between their regular rate of pay and the compensation received for jury duty.
- Employees are expected to come to work whenever the court schedule permits.
- Employees may be required to submit proof of each jury day served.

HEALTH AND LIFE INSURANCE

- Employees who work at least thirty hours per week are eligible for health, life, and disability insurance benefits.
- Refer to information provided by the insurance provider for more details.