Sec. 1. PERSONAL LEAVE

Academy of Accelerated Learning, Inc. does not directly participate in the State Personal Leave Program or provide or recognize "State Days" under Texas Education Code, Chapter 22; therefore, accumulated state personal leave days from other Texas School Districts or public schools may not be transferred in or out of the Academy of Accelerated Learning, Inc. system.

Academy of Accelerated Learning, Inc. grants employees assigned to a work calendar between 187-225-days five (5) local leave days; and employees working a 226-days or more work calendar ten (10) local leave days annually. The Superintendent shall adopt procedures to implement and control Local Leave benefits, including circumstances in which medical certification may be required for use of leave and disclosing whether accrued leave will accumulate or roll forward from year to year, or will be forfeited upon separation from employment. All procedures adopted by the Superintendent for these purposes shall be included in the Employee Handbook.

Sec. 2. EXTENDED SICK LEAVE

Academy of Accelerated Learning, Inc. does not provide or offer extended sick leave to employees.

Sec. 3. EMERGENCY LEAVE

Employees may be granted up to two (2) days of emergency leave without loss of pay or accumulated Local Leave for destruction of their home or domicile due to flood, fire, or storm, other natural disasters or force majeure. Such leave is subject to the approval of the Superintendent or designee. Any further leave granted will result in a deduction of accumulated Local Leave, a deduction of the daily rate of pay, or unpaid leave, unless otherwise provided by Academy of Accelerated Learning, Inc..

Sec. 4. BEREAVEMENT LEAVE

Academy of Accelerated Learning, Inc. employees may be absent, without loss of pay, in the event of the death of one of the following relatives of the employee or his or her spouse: husband, wife, child (including a biological, adopted, stepchild, a child for whom the employee stands in loco parentis, or foster child), father, mother, brother, sister, grandfather, grandmother, grandchildren, or any person who may be residing in the employee's household at the time of illness or death. No more than two (2) paid local leave days will be used for this purpose in any one school year unless otherwise approved by the Superintendent or designee.

Sec. 5. RELIGIOUS OBSERVANCES

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An employee requesting to attend a religious observance on a regularly scheduled school day may use Personal Leave. In the event that all Personal Leave has been used, deductions from the employee's salary shall be made on the basis of the employee's daily rate of pay in accordance with applicable law.

Sec. 6. JURY DUTY AND OTHER COURT APPEARANCES

Academy of Accelerated Learning, Inc. will pay a non-exempt employee his or her normal daily compensation for each regularly scheduled workday on which the employee serves in any phase of jury service. Any employee selected for jury duty must notify his or her supervisor within 48 hours of the court's notice. The employee must also present documentation of jury service to his or her supervisor.

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Absences for court appearances related to an employee's personal business must be taken as local leave or leave without pay (if no local leave is available). Employees may be required to submit documentation of their need for leave for court appearances.

Academy of Accelerated Learning, Inc. shall not discharge, threaten to discharge, intimidate, or coerce any permanent employee because the employee serves as a juror or grand juror, or for the employee's attendance or scheduled attendance in connection with the service, in any court in the United States.

Sec. 7. VOTING LEAVE

Any employee who does not have two consecutive non-work hours while the polls are open on election day will be given up to two hours off with pay in order to vote, unless more time is required by state law. The employee should notify the appropriate supervisor before Election Day if time off is needed, so that the timing of the employee's absence can be pre-arranged.

Sec. 8. LIMITATIONS ON LEAVES OF ABSENCE

With the exception of leaves of absence for military duty, peace officer leave, or approved leave under the Family and Medical Leave Act, if an employee accumulates more than five, days of absence after exhausting all available paid and unpaid leave, the employee shall be separated due to unavailability for work, subject to any reasonable accommodation duties Academy of Accelerated Learning, Inc. may have under the Americans with Disabilities Act (ADA) or similar law. Any employee separated for unavailability for work following exhaustion of all available leave will be eligible for rehire, and will be able to apply for any vacancies that may exist at any given time, depending upon qualifications and availability of job openings.

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