

<h1>SEVEN GENERATIONS CHARTER SCHOOL</h1>	SECTION: EMPLOYEES
	TITLE: 361 – EMPLOYEE TIME-OFF POLICY
	ADOPTED: 2014
	REVISED: August 11, 2015, December 8, 2015, June 23, 2016, February 14, 2017, April 11, 2017

Policy	Seven Generations Charter School (“The School” or “SGCS”) will grant time off to its employees according to the below guidelines.
Delegation of Responsibility	The Board of Trustees of Seven Generations Charter School authorizes the Chief Executive Officer (CEO) or his/her designee to enforce this policy
Guidelines	<p>1. Categories and Definitions</p> <p>Full-time 10 month salaried employee Full-time 12 month salaried employee Part-time 10 month salaried employee Part-time 12 month salaried employee Part-time 10 month hourly employee Part-time 12 month hourly employee Essential employees (part-time, full-time, hourly, salaried)</p> <p>Part-time and Full-time Educational Staff – 10 month employees Part-time and Full-time Support Staff – 10 and 12 month employees Part-time and Full-time Facilities Staff – 10 and 12 month employees Full-time Administrative Staff – 12 month employees</p> <p><i>Part-time employment indicates working 29 hours or less per week. Full-time employment indicates working more than 29 hours per week. Essential employees are employees who manage facilities by ensuring safety and operability of school buildings and property.</i></p> <p><i>Accrual in this policy refers to the probationary period timeframe. The probationary period is typically the first 90 calendar days of an employee’s employment at SGCS.</i></p> <p>The administration holds the right to limit the amount of approved staff requests.</p> <p>2. Holidays</p> <p>Holiday closings are included in the school calendar. All employees normally scheduled to work will receive holiday pay for scheduled school holiday closures according to the approved school calendar. Long-term substitutes receive holiday pay.</p>

Essential employees have a unique calendar of work days that does not necessarily align with the holiday calendar of all other employees. If a wage essential employee is needed to work on a federal holiday she/he will be paid time and half. Federal holidays are the 10 days designated by the U.S. Office of Personnel.

3. Leave for Salaried Employees

Seven Generations Charter School provides paid leave benefits (herein referred to as Paid Time Off or PTO) to all full-time and part-time salaried employees for periods of temporary absence due to illnesses, injuries, or personal needs. Leave may be taken in half day increments.

Full-time, salaried, 10 month, and full-time, salaried 12 month employees are allowed benefits at a maximum of 10 days respectively per school year. Full-time, salaried 12 month employees will receive 10 additional vacation days following completion of their first year's contract. Part time salaried employees are allowed a certain number of PTO days commensurate with their status as an employee, with a maximum of ten days per school year. Status correlates with the number of expected hours worked per week. For example, (.5) employees will be allowed benefits at a maximum of 5 days per school year. Accounting of PTO days will be kept by the Business Coordinator.

Total number of benefit PTO days for full- and part-time employees will also align and be commensurate with the employee's start date. Therefore, the further into the school year an employee begins employment, the fewer the PTO days that will be allowed.

Employees may take up to 2 PTO days consecutively. Taking three PTO days or more need prior approval or a doctor's note. Employees are expected to request planned PTO days at least 2 weeks in advance whenever possible.

Full-time salaried employees (who work 40 hours/week) may carry over up to 3 earned, unused PTO days to the following fiscal year and/or may be paid \$75.00/day up to 3 unused PTO days. An employee may choose which benefit they want to use or choose both with a maximum benefit of carrying over and receiving payment for a maximum of 6 days. Part-time salaried employees will also receive carry over days and/or a payout benefit commensurate with the amount of hours she/he works per week. An employee who works 20 hours/week is eligible to receive a pay-out of \$40.00/day or carry over up to 3 earned, unused PTO days.

A new 12-month employee is eligible for vacation benefits after the probationary period (first 90 days of employment) ends. For returning 12-month staff, vacation days can be carried over and used prior to the first day of school of the following contract year.

Up to 4 teachers will be able to take a planned PTO day on any given day.

If an employee is absent in excess of the allotted number of days, she/he will not be paid for the days in excess.

Any exceptions to the guidelines above must be approved in advance by the CEO and/or Board of Trustees.

PTO leave benefits are not payable upon resignation or termination from Seven Generations Charter School.

4. Leave for Wage Employees

Full-time wage employees are allowed PTO days commensurate with the number of weeks worked per week and date of hire, with a maximum of ten days per school year.

Full-time wage employees will also be able to carry over days or be paid out if they have accumulated unused days. This benefit will be commensurate with the number of hours they work per week and daily pay rate

If an employee is absent in excess of the allotted number of days, she/he will not be paid for the days in excess.

Part-time wage employees do not receive pay when calling in sick or taking a day off. Leave may be taken in half day increments.

5. School Closings

All employees receive regular pay when SGCS has unplanned closings such as for inclement weather or an emergency. Essential employees may be expected to work on such days. If a wage essential employee is needed to work on a federal holiday that instructional staff are excused from working she/he will be paid time and half. These holidays are the 10 days designated by the U.S. Office of Personnel. Long-term subs receive pay for school closings.

6. Family and Medical Leave (Aligns with federal FMLA statute)

Employees who have worked for Seven Generations for a minimum of one year and worked a minimum of 1,250 hours during the 12 months prior to the start of the FMLA leave are eligible to take unpaid family and medical leave for one or more of these purposes:

- Because the employee's own serious health condition makes the employee unable to work.
- To care for a spouse, child, or parent who has a serious health condition, or
- To care for a newborn, newly adopted child, or recently placed foster child.

Leave Available

Eligible employees may take up to 12 weeks of unpaid leave per year, for any of the above purposes. For purposes of calculating available family and medical leave, Seven Generations uses a fiscal year, i.e. July 1 through June 30.

A parent who takes leave to care for a newborn, newly adopted child, or recently placed foster child must begin this leave within one year after the birth, adoption, or placement.

Notice Requirements

Employees are required to give notice at least 30 days in advance of their need for a family and medical leave, if their need for leave is foreseeable. In emergencies and unexpected situations, employees must give as much notice as is practicable under the circumstances.

Reinstatement Rights

When you return from an approved family and medical leave, you have the right to return to your former position or an equivalent position, except:

You have no greater right to reinstatement than you would have had if you had not been on leave. If your position is eliminated for reasons unrelated to your leave, for example, you have no right to reinstatement.

Seven Generations is not obligated to reinstate you if you are a key employee—that is, you are among the highest-paid 10% of our workforce and holding your job open during your leave would cause the School substantial economic harm. If the School classifies you as a key employee under this definition, you will be notified when you request leave.

Substitution of Paid Leave

Seven Generations CS does not require an employee who has accrued paid time off to use these benefits to receive pay for all or a portion of family and medical leave. However, employees that utilize the FMLA benefit will not be allowed to carry over unused days or request compensation for unused days.

Medical Certification

Seven Generations may ask employees who take leave for their own serious health condition or to care for a spouse, parent, or child with a serious health condition to provide a doctor's form certifying the need for leave. In some cases, Seven Generations may ask employees who take leave because of their own serious health condition to provide a fitness-for-duty report from their doctors before they return to work.

Intermittent Leave

If you will need to take family and medical leave on an intermittent basis—that is, a day or two at a time rather than all at once—for your own serious health

condition or to take care of a family member with a serious health condition, you will be allowed to do so. However, Seven Generations may temporarily reassign you to a different position with equivalent pay and benefits to accommodate the intermittent schedule.

Health Insurance During Leave

Your health insurance benefits will continue during leave. You will be responsible for paying any portion of the premium that you ordinarily pay while you are working, and you must make arrangements to make these payments while you are out. Employees who do not return from family and medical leave will be required to reimburse the School for any premiums paid on the employee's behalf during the leave.

Extension of FMLA leave provisions for Military Family Leave

- 1.) **“Qualifying Exigency” Leave:** An employee may be eligible for leave if a “qualifying exigency” arises when a spouse, son, daughter, or parent of the employee is on active duty or has been notified of impending activation. Under this amendment, an employee would be entitled to take up to 12 work-weeks of time off in a 12 month period.
- 2.) **Service member Family Leave:** This leave arises when an employee is a spouse, son, daughter, parent, or next of kin of a service member who is undergoing medical serious injury or illness incurred while on active duty. This entitles the employee to take up to 26 work weeks of time off in a 12 month period to care for the service member. This leave will merge with any other FMLA leave the employee takes.

As with any other type of leave, an employee must meet the general requirements for eligibility. For instance, to be entitled to either a “Qualifying Exigency” Leave or a service member Family Leave, the employee must have been employed for at least the preceding twelve (12) month period. The employee must give at least thirty (30) days’ notice, or as much notice as practicable. The employer is not required to compensate an employee for this time away from work. Additionally, medical certification may be required.

Specific to Instructional Employees

If FMLA benefit is taken before winter or summer break that break time will not count as part of the benefit.

7. Paid FMLA Leave

SGCS grants employees eligible for FMLA leave regular pay for six of the 12 weeks.

8. Bereavement Leave

Salaried employees and full-time wage employees are entitled to a(n) absence(s) without loss of pay not to exceed three days, in the event of death in the immediate family. An immediate family member is defined as a parent, spouse, sibling, child, or spouse's/partner's parent.

One (1) day of paid leave is granted for the death of a grandparent. Employees are eligible for bereavement leave at any time after their first day of employment. Requests for this type of leave should be made to the Principal/Academic & Organizational Leader. Bereavement leave may be extended by the use of PTO days as provided by this Board policy.

Bereavement leave pay will only be made to employees for actual time spent away from work for the funeral or its arrangements. For example, if the death occurs at a time when work is not scheduled, payment will not be made. If a holiday or part of your vacation occurs on any of the days of absence, you may not receive paid funeral leave in addition to holiday or vacation pay.

Unused PTO days of no more than one day may be used for attending funerals of other relatives or friends or with the approval of the Principal/Academic & Organizational Leader.

9. Military Leave

Seven Generations Charter School supports those who serve in the armed forces to protect our country. In keeping with this commitment, and in accordance with state and federal law, employees who must be absent from work for military service are entitled to take a military leave of absence.

Employees who serve in U.S. military or National Guard may take the necessary time off without pay to fulfill this obligation, and will retain all of their legal rights for continued employment under existing laws. These employees may apply accrued paid leave to the leave if they wish; however, they are not obligated to do so.

You are expected to notify the Principal/Academic & Organizational Leader as soon as you are aware of the dates you will be on duty so that arrangements can be made for replacement during this absence.

When an employee's military leave ends, that employee will be reinstated to the position he or she formerly held, or to a comparable position, as long as the employee meets the requirements of federal and state law.

10. Jury Duty

If you are called for jury duty, you are entitled to take time off, as necessary, to fulfill your jury obligations. No employee will face discipline or retaliation for jury service. You must immediately inform the CEO when you receive your jury duty summons. If you are chosen to sit on a jury, you must inform your supervisor how long the trial is expected to last. You must also check in periodically during your jury service, so Seven Generations knows when to expect you back at work.

Jury duty will not be considered PTO days and regular pay will be received. Proof of serving on jury duty and compensation received will be required.

11. Unpaid Leave

Unpaid leave may be granted for justifiable reasons at the administration's and Board of Trustees' discretion, provided the leave does not seriously disrupt the School's operations.

SGCS may allow its eligible employees to apply for and be considered for certain specific leaves of absence of up to one year and ending by the beginning of a new school year.

Continuation of group health insurance during the leave will not be provided by SGCS after an FMLA-related leave expires or during an unpaid extended leave, but can be continued under COBRA.

Seven Generations will attempt to place employees returning from unpaid leave in their former position or in a position comparable in status and pay subject to budgetary restrictions, the Charter School's need to fill vacancies, and the ability of the Charter School to find qualified temporary replacements.

Failure to return to work as scheduled from an approved leave of absence or to inform the Principal/Academic & Organizational Leader of an acceptable reason for not returning as scheduled will be considered a voluntary resignation of employment.

All requests for leaves of absence shall be submitted in writing to the Principal/Academic & Organizational Leader. Each request shall provide sufficient detail such as the reason for the leave, the expected duration of the leave, and the relationship of family members, if applicable.