

NEW HEIGHTS SCHOOLS, INC.

POLICY 410.1

EMPLOYEE LEAVE ACCRUAL, ACCUMULATION, AND USE

POLICY MANAGEMENT

Adopted: 2/2011

Reviewed/ Revised: 8/13*, 4/20,4/21*

Mandatory: Yes

Frequency: Annually

Distribution: Employee Handbook

I. PURPOSE

The purpose of this policy is to provide an understanding of the basic types of leave provided to the various employees of New Heights Schools, Inc., and how each type of leave may be accrued, accumulated and used throughout an employee's tenure.

II. GENERAL STATEMENT OF POLICY

- A. All forms of paid leave are subject to accrual and may be reconciled at the time of an individual employee's termination.
- B. Employee paid leave allocation.
 - 1. Teachers on contract for 1.0 FTE are allocated 7 sick days and 3 personal days per year.
 - 2. Part-time teachers are allocated an amount of sick and personal leave commensurate to their contracted FTE.
 - 3. Full-time employees are allocated the following types of leave: 10 sick days per year, 4 personal days per year, and, after the first year of employment, 10 days of annual leave; 1 additional day of annual leave for each additional year completed.
- C. A leave of absence must be requested in writing and authorized in advance by the Board of Directors. New Heights School does not offer a "paid" family leave.
- D. Unplanned absences such as illness or an emergency preventing an employee from reporting to work, should be communicated as soon as possible; preferably prior to the start of the school day. All absences must be communicated to the principal or designee. Specific contact information is always available in the main office of the school.
- E. Staff must complete a staff absence form prior to any planned absence or immediately upon return from any unplanned absence.

- F. Under various circumstances, the principal may convert unused sick leave to personal leave. However, contracted teaching staff may not use sick time for leisure time off or time that could be considered as “vacation.”
- G. All teachers are required to have emergency lesson plans in place for unplanned absences. The emergency lesson plans are to be stored in an area accessible by the school administration and available upon request. Plans should be updated as needed.
- H. Leave days are earned on a pro rata basis. A staff member serving a partial year will receive leave in proportion to time served.
- I. The principal may use discretion regarding the type of time off deducted for the following: absences, tardiness, or early departure.
- J. Accumulated time off.
 - 1. Personal leave is allocated to be used within one school year and may not carry over to another year. Therefore, there is no accumulated personal time off, however, unused PTO may be converted over to sick time at year’s end.
 - 2. Sick leave may carry over from one year to another with no accumulated limit. Upon termination, an employee may “sell back” a portion of accumulated sick leave at the following rate: after 5 years of service an employee may sell back to the school up to 5 days of sick leave and may add one additional day of accumulated sick leave for each year employed thereafter, with a maximum number of accumulated sick days totaling 20 days, which may only occur at 20 years of service to New Heights School or more.
 - 3. Any employee hired prior to September 1, 2005 will be subject to the prior payback standard, entitling them to sell back up to 20 days, regardless of years of service.

III. DISSEMINATION OF POLICY

- A. This policy shall be disseminated to employees on an annual basis.