



Time Off Policy - Effective July 1, 2022

Personal Time Off (PTO) - Effective July 1, 2022

We value the overall wellbeing of all our teachers and understand there are times teachers need to be away from the classroom.

Each teacher will be granted 10 days Personal Time Off (PTO), given at the beginning of each school year.

***Two of these days we consider to be “wellness days” - highly encouraged to use during the school year, to help teachers maintain balance and wellness in their personal lives (note: these days are used as PTO days, and don’t need to be justified nor explained...).*

Staff members who work 30+ hours per week will also receive 10 PTO days.

Staff members working between 15 and 30 hours per week will receive two PTO days, equivalent to their normal workday. *These two days cannot be cashed out or rolled over.

This single bucket of PTO days will encompass all reasons, that do not need to be justified nor explained. No separate sick time will be tracked or accrued; the two wellness days mentioned above are not tracked separately.

Guidelines:

- PTO will be deducted from your bank in increments based on the amount of time missed. For short amounts (< 2 hours) where arrangements can be made to cover the classroom with onsite colleagues and does not require a substitute teacher, teachers are NOT required to use PTO.

The teacher is fully responsible for finding the appropriate coverage and checking with the office manager to make sure the requested staff is not assigned elsewhere as well as to let the school know you will be off campus.

- “Blackout Days” include contracted days prior to the first day of school, grading days, professional development days, the first and last weeks of school, and the day immediately preceding, or following a school holiday or break*. These days should not

be missed for any pre-planned or pre-scheduled reasons and require the use of PTO for unforeseen circumstances.

**Requests for PTO on a blackout day immediately preceding or following a scheduled school break may be submitted, but is subject to approval.*

At the end of the school year, unused PTO days can be cashed out, and/or rolled over in the following ways:

- A. "Cash out" out up to 8 PTO days at the rate of \$200 per day, in the form of cash on the next paycheck.
- B. "Cash out" up to 8 PTO days at the rate of \$250 per day, in the form of a contribution to retirement account or HSA.
- C. Rollover up to 8 of the current year's PTO days into the following school year.
- D. Combination of cash out and rollover options

A teacher can accrue a maximum PTO balance of 20 days; any balance exceeding that amount will be automatically cashed out at the end of the school year.

In the case a teacher exceeds the allotted PTO balance, and goes in the "negative", the balance will be payroll-deducted at an amount of \$100 per day.

Any unused PTO balance will not be paid out at the time of separation (whether voluntary or involuntary).

Parental Leave Policy - Effective July 1, 2022

We desire to provide our new-parent teachers with time off to help successfully transition into and bond with their new family addition.

A teacher is eligible for up to 6 consecutive calendar weeks of paid Parental Leave, immediately following the birth or adoption of a child.

One exception to be handled on a case-by-case basis: In the event the 6 weeks immediately following a birth or adoption overlaps with the week before school and the first week of school. We would like to consider an arrangement to have a teacher present where/if possible during those weeks, and take Parental Leave time later.

(This would be the case for a teacher in which the baby was born on or after about the 3rd week of July)

Any PTO available at the time of a child's birth or adoption may be used for additional time off, at the teacher's discretion; the length of leave may not be otherwise extended.

Unused Parental Leave days will not be paid out upon termination, nor cashed out at the end of the school year.

Teachers should notify school administrative staff of their need for leave, and provide their estimated dates for time off. Request can be adjusted as needed to account for birth/adoption dates or medical requirements such as doctor-prescribed bed rest.

Bereavement Leave - Effective July 1, 2022

In acknowledgment of the extremely difficult situation of the passing of a family member, a teacher may receive the following time off, fully paid (without deducting from PTO bank).*

- Up to 5 days for the passing of immediate family member: parent, spouse, or child/stepchild.
**This would include a stillbirth, or delivery in which the infant did not survive.*
- Up to 3 days off for the passing of a family member, including, sibling, parent-in-law, grandchild, or a fetus due to miscarriage.
- One full day off for the passing of an extended family member, including a grandparent, aunt, uncle, or in-law of the same relation

* Additional time off requested would deduct from PTO balance.

***All time off policies listed herein are effective as of July 1, 2022, and replace any other written policies, previous practices, or any/all other previous precedents.*