



PTO/Leave Policy

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Approved By: TRM Board of Directors

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All employees are expected to make every effort to come to work, as scheduled, on time. Employee absenteeism causes hardship for children and co-workers and disrupts the harmony of the school. The following is an outline of the various types of leave available to employees and procedures for requesting time off.

Paid Time Off:

- 10-month exempt (salaried) employees receive ten (10) days of paid leave
- 12-month employees receive twelve (12) days of paid leave
- Full-time hourly (non-exempt) employees accrue PTO at a rate of 0.5 days per pay period

Part-time or temporary employees do not currently receive or accrue paid time off.

A day of leave is based on the number of hours typically worked by the employee. Leave is accrued at the rate of one day per month for hourly employees.

These days should be reserved for illness and personal emergencies. PTO will not be approved for extended vacation or in excess of five (5) consecutive business days unless verified by a doctor's note or other emergency.

PTO can be taken in half-day or full-day increments only. Please notify the Office Manager AND include on the Time Off Request Form if you will be utilizing a half-day or full-day of PTO.

Hourly/non-exempt employees may not use PTO that has not been accrued (i.e. employees cannot go "in the hole" with PTO they have not yet earned).

A portion of an employees paid time off may be carried over between contract periods (see below). Leave may only be used when an employee is under an active contract.

Carry Over:

- 10-month salaried/exempt employees who have leave remaining at the end of the school year may carry over up to a maximum of 5 days of leave over to the next contract period
- 12-month employees may carry over up to a maximum 6 days of PTO over to the next contract period
- Full-time hourly/non-exempt employees may carry over up to 2 days of PTO

*If your contract is not renewed or you choose to resign, your unused leave will not be paid. If an employee resigns or is terminated during the contract period any unused leave is forfeited.

Paid Holidays:

All hourly full-time employees are paid for any of the following holidays that fall within their employment period.

The holidays are as follows:

- Thanksgiving Day
- Day After Thanksgiving
- Day Before Christmas Day
- Christmas Day
- New Year's Day
- MLK Day
- President's Day
- Good Friday Holiday Observance
- Memorial Day

Salaried employees are paid for holidays/breaks that occur within their contracted days for the school year.

Part-time or temporary employees are not eligible for holiday pay.

How to Request Leave:

Personal leave requests for one day must be submitted **IN WRITING** as soon as possible and no later than one week (7 days) prior to the requested day of leave.

Requests for two or more days of personal leave must be submitted in writing two weeks (14 days) in advance.

Time Off Request Forms are to be used and are available in the office. Before submitting your request review the staff calendar. Staff leave is recorded there. If someone is already scheduled to be out on the day you want to take off, please choose another day. Personal leave is granted on a first come basis. If someone is already scheduled to be out, your request may be denied. The School has sole discretion to

grant or deny requests for leave based on operational needs. The foregoing is subject to other policies contained in this Handbook.

How to Call In Sick:

In the case of absence for illness or emergency, *call the Director on his or her cell phone the night before, prior to 8:00pm, whenever possible. If this is not possible, call the Director no later than 6:30am. If you have not called by 6:30am, you are expected to be at work, on time, as scheduled.* If you are unable to reach the Director, call the Office Manager. Do not leave a voice message and assume it will be received. *Never send a text message to call in sick.* Always be sure to talk to the Director in person. **DO NOT CALL THE SCHOOL TO CALL IN ABSENT IN THE MORNING. DO NOT TEXT OR EMAIL TO REPORT AN ABSENCE.**

Additional Notes on Leave:

NO PERSONAL LEAVE WILL BE GRANTED DURING THE FIRST SIX WEEKS OR THE LAST TWO WEEKS OF THE SCHOOL YEAR. These six weeks begin on the first day of school and do not include teacher set-up week. **There will be no exceptions.** It is imperative for the children that all employees are present every day at the beginning of school. It is at this time that routines are established, separation anxiety is appeased, and children become acclimated to a new school year. During the first six weeks/last two weeks of school, leave will only be granted for emergencies or illnesses verified by a doctor's note. The foregoing is subject to other policies contained in this Handbook. Missed hours during the regularly contracted workday cannot be made up by coming in early or working late.