

# Employee Compensation and Leave Time

## 1 - Purpose

It is the intention of the school to provide teachers with flexibility of their schedule while maintaining a stable learning environment for the students.

## 2 - Time Off Request/Adequate Notice

Employees are instructed to request time off by completing the 'Employee Time-off Request' form, frequently referenced to as the PTO form (Paid Time Off form) located in the office or on Google Drive prior to the date of requested leave.

### 2.1.0 Form Location

Located: Google Drive>Folders>Business Services>Employee time off request

### 2.2 Emergency

In the event of an emergency where employee is unable to notify Administration of their absence prior to the date of absence; text or call the designated Administration contact to notify Administration of your absence before 6:00 am.

#### 2.2.1 Medical Emergency

In the event of a medical emergency the employee is to provide an official letter provided by a Medical Professional to Human Resources to excuse absence.

## 3 - PTO

### 3.1 Employee Compensation

Full-time salaried employees are granted 10 PTO days at the beginning of each school year to be used as supplemental compensation for absences during the school year.

#### 3.1.1 PTO Use

Fulltime employees are granted ten (10) days to use without loss of pay for personal leave. PTO must be used in 4-hour increments.

#### 3.1.2 PTO Black out days

St. George Academy reserves the right to identify "blackout periods" as the contract day before and after holiday breaks of more than two days. Written approval from the Director for exceptions will be considered for extenuating circumstances outside the employee's control, such as medical concerns or bereavement. Standard blackout periods include: Finals, Inservice, Teacher prep days, Fall Break, Thanksgiving Break, Winter Break, Spring Break and Easter Break.

3.1.2.1 Teacher workdays are outlined on the Faculty Master Calendar and circulated prior to the start of the calendar year.

### 3.1.2 PTO Payout

Unused time-off will be paid to the employee in the last pay period of the contract year. The contract year ends July 31, indicating the final pay date of the fiscal year August 5.

Employee absences exceeding their allotted PTO of ten (10) days, see PTO Donation, section 3.2.

### 3.2 PTO Donation

In the event an employee exceeds their allotted 10 days of PTO other employees are welcome to donate their own PTO.

To donate PTO to another employee the employee is to complete the 'Faculty Paid Time Off Gift/Transfer form and submit to Human Resources prior to the end of the fiscal year, ending June 30.

Donating PTO time will result in the deduction of PTO days from the gifting employee and will be allocated to the receiving party.

#### 3.2.1 Form Location

Location: Google Drive>Folders>Business Services>PTO Gift Form

### 3.3 Part-time Employees

Part-time employees are to provide adequate notice of an absence as outlined in section 2.

Part-time employees are not granted paid time-off. In the event of an absence the part-time employee will not receive pay for the time absent.

### 3.4 Long-term Absence due to Epidemic

Definition: Long-term absence in response to confirmed illness as a result of epidemic is defined as the leave of absence necessary for quarantine as determined by the Washington County Health Department and Center for Disease Control.

3.4.1 St. George Academy will follow the guidelines set by the State and local authorities and consult with local health department for additional guidance.

3.4.2 In the event of a confirmed illness of an employee or household member, St. George Academy will inform fellow employees for their possible exposure in the workplace, while maintaining HIPAA guidelines.

3.4.3 Should illness or confirmed illness of someone in the household require quarantine, employees are to adhere to CDC recommendations.

3.4.4 St. George Academy will make accommodations available for the employee workload to be accessible remotely.

3.4.4.1 Additional accommodations will be determined by the administration team on a case-by-case basis to support teachers and students in the event of teacher absence in the classroom.

## 4 - Substitute Teacher

### 4.1 Teachers

Upon approval of time-off request teacher coverage will be coordinated by Human Resources.

- Employee absence of 1 class period or less will be granted peer-coverage with no deduction from PTO bank
- Employee coverage exceeding 1 class period will require a substitute teacher with a PTO deduction reflexive of the amount of time absent

#### 4.1.2 Emergency Leave

Employees who have used all ten of their personal days may request emergency leave in the event of extenuating circumstances. Emergency leave requires approval of Human Resources and shall be signed off by the Director.

##### *4.1.2.1 Emergency Leave*

No more than two (2) days per year may be granted for emergency leave at the cost of \$100 per day to cover the cost of a substitute.

#### 4.1.3 Teacher Support to Substitute

In the absence of a teacher from their classroom, the teacher shall prepare all the necessary material needed to operate the classroom successfully:

- Attendance sheets for all class periods
- Teaching material and lesson plan needed for each class period
- Instructions to adequately carryout the provided lesson plan

#### 4.2 Non-Teaching Employees

Employees such as Administration or teacher aides do not require a substitute in their absence- no substitute or peer coverage required.

##### 4.2.1 Excess Leave

All leave more than authorized PTO is unpaid leave, unless donated (see section 3.2 PTO Donation).

### 5 – Jury Duty – Absence for Jury Duty

All employees are granted paid time off if summoned to appear in court as a witness or to serve as a member of a jury. To qualify for jury or witness duty leave, an employee must submit a copy of the summons to serve or appear as soon as it is received. In addition, proof of service must be submitted when your period of jury or witness duty is completed.

### 6 - FMLA

St. George Academy complies with the State of Utah and Federal FMLA guidelines. [R477-7-15](#)

6.1 An eligible employee is allowed up to 12 workweeks of unpaid family and medical leave each calendar year for any of the following reasons;

- a) birth of a child
- b) adoption of a child
- c) placement of a foster child
- d) serious health condition of the employee; or
- e) caring of a spouse, child, or parent with a serious medical condition

f) a qualifying exigency arising as a result of a spouse, son, daughter or parent being on active duty or having been notified of an impending call or order to active duty in the Armed Forces.

## 7 – Nursing Mother Leave

7.1. St. George Academy complies with the Fair Labor Standards Act (FLSA) and the Patient Protection and Affordable Care Act (PPACA), and [Utah Code 34-49-202](#), which establishes the requirement for employees to provide reasonable break periods and an environment conducive for nursing mothers to express breast milk for a nursing child up to one year after the child's birth.

### 7.1.2 Procedure

7.1.2.1 Nursing mothers are required to consult with administration to make arrangements prior to the lactation period. Nursing mothers can request a room is designated for them for break periods.

Administration is to make reasonable accommodations to include:

a) Identify a room near the employee's work area. This room could be an office that is agreed to be used during the period by the nursing mother.