

New Century School Policy No. 432

Adopted: 3.7.16

Revised: _____

432: EMPLOYEE TIME OFF

I. PURPOSE

The purpose of this policy is to outline the parameters of employees' annual paid time off and unpaid time off.

II. DEFINITIONS

- A. Paid Time Off is time away from work for any reason, during which the employee accrues pay at the regular rate.
- B. Unpaid Time Off is time away from work during which the employee is not paid.
- C. Comp Time allows the employee to take additional time off, beyond what was contracted for, due to time worked beyond what was contracted for.
- D. Flex-time allows employees to schedule their regular working hours in a way that accommodates their personal preferences and family commitments.
- E. Additional Paid Time Off is a separate category of Paid Time Off, based upon compensatory time earned. It can be used by the employee as detailed in this policy but it cannot be cashed-out.
- F. Employees exempt from overtime compensation are determined by federal and state law. While those laws cannot fully be summarized here, in general at The school employees exempt from overtime compensation will include salaried teachers, salaried managers of two or more employees, and salaried administrative staff who exercise independent judgment and discretion.
- G. Employees who are non-exempt from overtime compensation are determined by federal and state law. While those laws cannot fully be summarized here, in general at the school, employees that are non-exempt from overtime compensation will include hourly paid employees, paraprofessionals, and any employee who does not meet the criteria to be exempt from overtime compensation.

III. PAID TIME OFF

- A. Second shall provide Paid Time Off to employees. It is up to the discretion of the Director to determine the amount of paid time off an employee shall receive on an annual basis depending on employment negotiations, years of employment with second, whether the employee is full time or part time, and other factors.

- B. At the discretion of the Director or School board, an employee may be granted additional Paid Time Off, beyond the terms of his or her contract, if the employee meets specific criteria outlined in the school Employee Handbook or by board action.
- C. If attendance at professional workshops or staff development is at the request of second administration and approved by the Director, these hours shall not be counted against the employee's Paid Time Off.
- D. The Director may establish protocols for requesting Paid Time Off, which shall be conveyed to staff in the school Employee Handbook, at staff meetings, and/or by other documented means.
- E. Employees may use their Paid Time Off for any reason (e.g. medical, personal, family needs, etc.) and the reason for the request for time off shall not be a factor in granting or denying the time off as long as it meets all other criteria for Paid Time Off.

IV. UNPAID TIME OFF

- A. Any employee wishing to take time off may choose to request the time off as unpaid time off. It is at the discretion of the Director to grant the time off in accordance with building procedures as outlined in the Employee Handbook. Employees exempt from overtime compensation may only take Unpaid Time Off in full day increments.

V. COMP TIME

- A. Comp time may be taken only with prior approval from the Director and must meet the following criteria: 1) Extra time put in must be pre-approved by Director as something that will "bank" time. The activity must go beyond one's job description as opposed to "staying late" to finish required job duties as part of being a salaried employee 2) The time away from work does not require two teachers doubling up on supervisory duties (i.e. impact student-teacher ratios) 3) Employees who are non-exempt from overtime compensation may not participate in Comp Time.
- B. Comp time may be used in increments as short as 30 minutes upon prior written approval by the Director.
- C. Additional Paid Time Off may be earned with prior Director approval. Additional hours of paid time off will be documented according to office procedure. (e.g. a teacher volunteering with a special task on the weekend may be given an additional day of Paid Time Off)

VI. FLEX TIME

- A. Employees are expected to work set school hours as communicated by the Director in the Employee Handbook. Understanding that there may be circumstances when employees have outside obligations or obstacles to those

hours, the Director may allow employees to schedule their working hours in a manner to balance those needs. Before flex scheduling is approved by the Director, consideration shall be given to the employee member's assignment, job responsibilities, team and staff needs, and other criteria as needed in an effort to minimize the impact to programming, staff, and students.

- B. Flex-time, if approved, shall be re-evaluated at least annually. If it is determined to be interfering negatively with any of the above considerations, it may be reevaluated sooner.

VII. JURY DUTY

- A. Employees summoned to jury duty will be granted a leave with pay for the difference between their regular pay and all monies, minus travel allowance, paid to them for such service as verified by a court receipt up to a maximum of 5 days. Employees should notify their supervisor as soon as possible upon receiving a jury summons. If the employee's absence at that time would be detrimental to the operations of second or to student learning, the employee may be requested to ask for a deferment of jury duty service to another time. Upon completion of jury duty, a receipt from the court verifying attendance at jury duty and amounts paid to the employee must be presented to the school. Employees who are excused from jury duty for the day during their regularly scheduled hours should report to work as soon as it is practical to do so. Payment made to an employee during jury duty service shall not be deducted from the employee's Paid Time Off.

VIII. DISSEMINATION

- A. This information shall be conveyed to staff via the Employee Handbook, at staff meetings, and/or by other documented means.