

425 Personal Time Off for Teachers and Other Salaried Employees

I Purpose of Personal Time Off Policy

The purpose of PTO is to provide teachers with flexible paid time off from work that can be used for such needs as vacation, personal or family illness, school, volunteerism, and other activities of the teacher's choice. The School's goal is to reduce unscheduled absences and the need for substitute teachers while still providing flexibility to teachers for personal and family needs.

II Scheduling PTO days

Teachers are strongly encouraged to schedule vacations and other flexible events at times when school is not in session. The school reserves the right to limit the number of vacation days used on school days either by one individual or by the staff as a whole.

Teachers may use PTO in half-day increments. Time that is not covered by the PTO policy, and for which separate guidelines and policies exist, include School paid holidays, required jury duty, and military service leave.

III Accrual

PTO is available for teachers to use beginning on their date of hire. PTO accrues no cash value over time, and there is no cash payment in lieu of using this time either at the end of each contract period or upon separation from employment with CVA. If a teacher begins at a time other than the start of the contract year, PTO is pro-rated based on teacher's date of hire and on FTE. Full-time salaried teachers receive 10 days of PTO per school year. Hours will be pro-rated for part time teachers who are eligible for benefits.

IV Absences

A. Planned Absence

A minimum of two days notice to the director is required unless the PTO is used for unexpected illness or emergencies.

The teacher shall fill out a Teacher Leave Request Form and submit it to the director who will approve or deny the request. The director will submit the form to the human resources coordinator, who will record and track the absences for all teachers.

B. Unplanned Absence

In the case of all absences teachers are expected to contact CVA's director by 7:00 a.m. and the director will notify necessary faculty. In the event that there is not ample time (notification on the day of) to provide a substitute or if a teacher is not able to complete an entire workday, the teacher will work with the front office to arrange coverage. The teacher should make arrangements for their duties to be covered by creating instructions for possible substitutes or other coverage of duties. The teacher should complete the PTO request form immediately following the unplanned absence.

C. Unpaid absences

Any time off taken beyond the paid time allowed will be unpaid. Payroll deductions will be pro-rated based on a daily rate calculated by annual salary divided by the number of official faculty workdays in the fiscal year. Unauthorized absences, excessive absences or failure to give proper notice of an absence, as well as repeated instances of tardiness are grounds for disciplinary action.

V. Flex Time

If a teacher needs to leave work for a short period of time, no PTO needs to be used as long as the teacher still works seventy-five percent of the day and all duties are covered. The teacher must inform the director of the time they are expected to be gone and of any change in plans. The director will not withhold permission for any reasonable need. Excessive use of flex time, at the discretion of the director, may result in denial of permission or in disciplinary action at the discretion of the director.

VI. Online Days

Salaried teachers may choose to work from home on online school days with director approval. If a salaried teacher chooses to work from home one half day will be deducted from their PTO bank. As with other absences from the building, the teacher must submit a request a minimum of two days in advance

of the anticipated leave. The director will approve or deny the request and submit the form to the human resources coordinator.

VII PTO Yearly Carryover

PTO days may be carried over from year to year reaching a maximum of 30 PTO days. PTO days over 30 earned by teachers may then enter the teacher PTO pool.

VIII PTO Teacher Pool

Teachers may use days that have accrued in the PTO pool in the event that they have exhausted their PTO and need to be absent from work for an extended period of time due to illness, injury or family illness or injury.

IX Salaried non-teaching employees

Salaried non-teaching employees include, but may not be limited to, the director, the student services coordinator and the technology coordinator. In each case, the employee's letter of employment specifies the number of PTO days permitted. These employees may carry over a maximum of 10 days each year to a maximum of twice their annual allotted vacation days. As with teacher PTO, PTO for these employees accrues no cash value over time, and there is no cash payment in lieu of using this time either at the end of each contract period or upon separation from employment with CVA.