

I. PURPOSE

- A. The purpose of this document is to identify the Employee Leave at Athlos Academy of Utah.

II. DEFINITIONS

- A. Full-time Employee: An employee, exempt or non-exempt, that works at least 30 hours per week. Full time equivalent (FTE) employees of 1 are defined the same.
- B. Part-time Employee: An employee that is paid hourly and works less than 30 hours per week.
- C. Black Out Days: Days identified by the Lead School Administrator in which an employee should not request PTO.
- D. Immediate family member: A parent, child, spouse or domestic partner, or legal dependents who live in the employee's household.

III. POLICY

- A. Employees who receive an offer letter, a contract, and work more than 30 hours per week are eligible for employee leave benefits.
 - 1. Substitutes and employees who work less than 30 hours are not eligible for employee leave benefits.
- B. All leave must be requested in advance and approved by the employee's supervisor or designee.
- C. Paid Time Off (PTO)
 - 1. PTO is an allotment provided to employees of the school to use as paid leave when not in attendance at the school. PTO can be used for any approved employee leave, including but not limited, medical appointments and sick leave, vacation, and personal time.
 - 2. PTO is earned in a fiscal year and must be used during the employee's contract year.

3. PTO will be granted on a first come, first serve basis, at the discretion of the Lead School Administrator or designee.
4. PTO may not be used during the final two weeks of employment or during Black Out Days identified on employee calendars except as granted by the Lead School Administrator or designee at their discretion.
5. An employee who is absent for three (3) or more consecutive days without prior approval shall be required to present a certificate from a physician certifying such absence by the fourth day of absence. The School reserves the right to require verification of illness of any person who is absent eight (8) or more days in a month or fourteen (14) days in one year.
6. Full-time Employee PTO
 - a. Full-time employees accrue hours of PTO based on the working calendars distributed with offer letters.

Calendar Type	Allotted PTO Hours
Tier 1	56
Tier 2	60
Tier 3	67

- b. PTO is earned in equal monthly installments across the working calendar.
 - c. Full-time employees may use PTO up to the annual allotment of PTO before it has been accrued.
 - d. When a full-time employee takes more than a half day of work off as PTO, they will be charged with 8 hours of usage.
 - i. If using less than a half day, PTO can be deducted in half hour increments.
6. Part Time Employees do not accrue PTO
7. Employees can roll over 16 hours, or two work days, at the end of each fiscal year.

- a. Leave in excess of 16 hours remaining at the end of each fiscal year will be paid to the employee at a rate of \$10 per hour.
 - b. If on June 30 there is a negative balance because the employee used more PTO than accrued, an amount will be taken out of their end-of-year paycheck at a rate of \$10 per hour for non-certified staff and \$20 per hour for certified staff.
8. Upon severing employment with Athlos Academy of Utah, any accrued unused PTO will be paid out to the employee in their final check at a rate of \$10 per hour.
- a. If there is a negative balance because of an employee using PTO before it is accrued, the amount will be taken out of their final pay check at a rate of \$10 per hour for non-certified staff and \$20 per hour for certified staff.

D. Holidays

1. All full-time employees will be provided a calendar of dates that they are expected to work with the employment offer; paid holidays shall be designated on this calendar.
2. Paid holiday may include: New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and following Friday, Christmas Eve Day, Christmas Day, and New Year's Eve.
3. Part-time, hourly employees will not receive compensations for holidays not worked.

E. Bereavement Leave

1. Employees working more than 20 hours per week will be granted up to three work days of leave with pay in the event of a death of a member of the immediate family.
2. PTO may be used to cover non-eligible funerals.

- F. All leave outlined in this policy, as well as all other leave not outlined in this policy, will comply with the requirements of UT Rule R610-3.

Revision History

05/02/19

Legal References

[UT Rule 9610-3](#) *Filing, Investigation, and Resolution of Wage Claims.*