

Family Medical Leave and Paid Time Off Policy

Adopted: 2016, and modified August 28th, 2023

I. PURPOSE: The purpose of this policy is to outline the FMLA and PTO policies that LIFE Prep has in place of its employees.

II. POLICY

A. Family Medical Leave

- I. Employees eligible for FMLA have been employed by LIFE Prep for a total of at least 12 months and have been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. Eligible employees are entitled to a total of 12 workweeks of unpaid FMLA leave during a 12-month period. The 12-month period referred to in the previous sentence means a “rolling” 12-month period measured backward from the date an employee uses any FMLA leave].
- II. FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances. An employee’s entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement. FMLA leave must be requested in advance if practicable. If an employee requests a leave for the serious health condition of the employee or the employee’s spouse, child, or parent, the employee will be required to submit sufficient medical certification.
- III. LIFE Prep requires employees to substitute paid parenting leave (discussed in the section below) for FMLA leave taken for the same purpose. The paid and unpaid parenting leave will run concurrently with the unpaid FMLA leave. After any paid leave ends, the employee may take the remainder of any FMLA leave as unpaid leave or use PTO.
- IV. During the period of FMLA leave, LIFE Prep will provide health insurance under its group health plan on the same basis as coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of any applicable employee contribution to continue group health insurance coverage during the leave.
- V. Employees returning from FMLA leave are entitled to be reinstated to the same position the employee held when the leave commenced or to an equivalent position with equivalent pay.

B. Parenting Leave

- I. Parenting Leave may be taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, or by a female employee for incapacity due to pregnancy, childbirth, or related health conditions.
- II. If Parenting Leave occurs over a school scheduled break (e.g., winter break, spring break, or summer) those days will be counted in the 12 consecutive calendar weeks; however, the employee will only receive pay for their contracted work days.

Teacher and administrators with 5+ years' work experience at LIFE Prep, who are full-time employees may take up to 12 consecutive calendar weeks of paid parenting leave. Leave commences on date of birth, adoption of child, or doctor approved bed rest. If an employee is eligible for FMLA leave, LIFE Prep requires the employee to substitute the paid parenting leave for FMLA leave taken for the same purpose. The paid parenting leave will run concurrently with the unpaid FMLA leave. Teachers and administrators in this category may use accrued PTO in order to receive wages during an unpaid portion of the parenting leave. Upon return to work, the employee will be reinstated to his or her previous position or an equivalent position.

Teacher and administrators with less than 5 years' work experience at LIFE Prep, who are full-time employees may take up to 12 consecutive calendar weeks of parenting leave, 6 weeks of which will be paid parenting leave. Leave commences on date of birth, adoption of child, or doctor approved bed rest. If an employee is eligible for FMLA leave, LIFE Prep requires the employee to substitute the paid parenting leave for FMLA leave taken for the same purpose. The paid and unpaid parenting leave will run concurrently with the unpaid FMLA leave. Teachers and administrators in this category may use accrued PTO in order to receive wages during an unpaid portion of the parenting leave. Upon return to work, the employee will be reinstated to his or her previous position or an equivalent position.

Paraprofessional and support staff with 5+ years' work experience at LIFE Prep, who are full-time employees may take up to 12 consecutive calendar weeks of parenting leave, 3 weeks of which will be paid parenting leave. Leave commences on date of birth, adoption of child, or doctor approved bed rest. If an employee is eligible for FMLA leave, LIFE Prep requires the employee to substitute the paid parenting leave for FMLA leave taken for the same purpose. The paid and unpaid parenting leave will run concurrently with the unpaid FMLA leave. Paraprofessional and support staff in this category may use accrued PTO in order to receive wages for the unpaid portion of the parenting leave. Upon return to work, the employee will be reinstated to his or her previous position or an equivalent position.

Paraprofessional and support staff with less than 5 years' work experience at LIFE Prep, who are full-time employees may take up to 12 consecutive calendar weeks of unpaid parenting leave. Leave commences on date of birth, adoption of child, or doctor approved bed rest. If an employee is eligible for FMLA leave, the unpaid parenting leave will run concurrently with the unpaid FMLA leave. Paraprofessional and support staff in this category may use accrued PTO

in order to receive wages for the unpaid portion of the parenting leave. Upon return to work, the employee will be reinstated to his or her previous position or an equivalent position.

C. Paid Time Off (PTO)

- I. Full-time administrative staff will receive 20 PTO days (160 hours) and will work 220 days per year. This is derived from the number of licensed staff duty days, plus all summer weekdays, excluding July 4.
- II. Full-time licensed staff will receive 10 PTO days (80 hours) per year. Workdays will be determined annually by Board-approved calendar.
- III. Full-time non-licensed support staff will receive 5 PTO days (40 hours) per year. Workdays will be determined annually by Board-approved calendar.
- IV. All full-time staff will be able to roll over a maximum of 2 unused PTO days (16 Hours) per year into a PTO bank. These days may be used once the current year's PTO days have been exhausted. There will be two categories in the human resources database to keep track of regular PTO days and banked PTO days.
- V. For all classes of full-time employees, the maximum PTO days that can be held by the employee is 30. Excess PTO days will be permanently lost as of June 30 for administrative staff and the last duty day of the school year for all other staff.
- VI. Part-time employees who work less than 30 hours per week are not eligible for PTO. Temporary employees (such as summer workers or long-term substitute teachers) are not eligible for PTO.
- VII. When any employee has exhausted all of their PTO days and needs further days off, they will take the days as unpaid. All available PTO must be used prior to any unpaid time off. These unpaid days must be approved by the Executive Director. Salaried or exempt employees may only take unpaid time off in full day increments. Frequent unpaid absences may result in disciplinary action.
- VIII. Unless there is an unexpected illness, emergency or unusual circumstances, Board policy designates certain days in the school calendar as blackout days. On these days PTO will not be granted and an unapproved absence will result in an unpaid day.

These days include:

- Before or after a holiday or break in school attendance
- During the first or last five student contact days of the school year
- Professional development days, including early release days and contract days prior to the first day of school

- During a staff member's assigned assessment window (ex: MCA or NWEA)

During the month of May, there will be a limited number of PTO requests approved per day. Requests must be submitted at least two weeks in advance.

- IX. When an employee wishes to use their PTO they must enter the request into Time Clock Plus and their appropriate supervisor will approve the request. PTO requests should be entered as far in advance as possible to ensure a substitute teacher can be secured.
- X. In the case of last minute requests (ex: Illness or emergency) staff must send an email message to the Executive Director and Administrative Assistant notifying them of the immediate absence. Requests should be submitted prior to 7:30 pm on the day before the absence whenever possible. In the rare case of a same-day absence, the employee must have their request submitted by 5:30am.

D. Payout of Unused PTO

- I. If an employee resigns from LIFE Prep, they may be able to receive a payout of 50% of their total banked PTO hours, subject to the requirements in this section. Current year PTO is not eligible for payout. The PTO payout amount is determined by using 100% of the current wage or daily salary rate.
- II. Employees must give two weeks' notice of employment termination prior to their last contracted work day, and must work the two weeks without using PTO.
- III. An employee is not eligible for the PTO payout after receiving notice that the LIFE Prep Board of Directors or LIFE Prep Administration has terminated the employee's employment or has declined to renew the employee's employment after expiration of the current contract term.
- IV. For the 2021-2022 school year, an exception will be made to allow employees to receive compensation for unused PTO days. Hours eligible for payout are the current year's PTO allotment, less the 16 hours eligible for rollover. Employees may not cash out banked hours. Employees who have termination end dates prior to June 3rd, 2022 will not be eligible for payout. PTO payout amount is determined by using 100% of the current daily wage or daily salary rate. LIFE Prep administrators are not eligible for this payout.

