

## Staff Leaves and Absences

The Board of Directors recognizes that individuals experience periodic family emergencies or events. In response to these eventualities, the Board authorizes the following policy:

### 1. PTO (Paid Time Off)

A. The amount of PTO allocated will depend on the number of contract days as defined in the employment contract (see Table 1). A day will be defined as the average number of hours the employee is regularly scheduled to work. PTO will be earned based on the average hours worked for employees regularly working 30 hours or more per week. Employees may borrow against unearned leave after the first week of the school year not to exceed 3 days.

**TABLE 1. Contract Days and Annual PTO Accrual**

Employee Contract Days	Annual PTO Accrual
176 or fewer contract days	9
177 - 185 contract days	10
186 – 215 contract days	11
216 – 248 contract days	12

B. PTO may be used for any purpose, provided that employees obtain Administration approval and coordinate substitute and classroom planning.

C. Any unused PTO hours will be transferred into an employee's Leave Bank account on August 1. Leave Bank accounts may not exceed 15 days. Accrued PTO which has been transferred into the Leave Bank may be utilized for absences due to any of the following reasons: Childbirth and Adoption (applies to both mothers or fathers ), sickness; death of a family member (brother, sister, mother, father, spouse, child, or grandparent, including mother/father in-laws); sickness of an immediate family member (husband, wife, child, or a dependent parent); or reservists who are recalled to active duty in the United States armed forces; Under most conditions proof of extended circumstances (i.e. doctor's note, etc.) will be required for absences extending beyond three days. Administration retains the right to request substantiation of any claim (including those of less than three days) for use of the Leave Bank. Days accrued in excess of 15, are forfeited. In the event of separation from TPCA, any accrued PTO or Leave Bank hours have no cash value and will not be redeemed for cash under any circumstance.

D. Classroom teachers who request PTO on days immediately before or after a three day weekend or extended school closure, i.e. Labor Day, Thanksgiving, Winter Break, etc., will be charged at a rate of 1.5 times the actual amount of leave for that absence or, if Employee does not have enough leave accrued, they will be docked unpaid leave for the actual amount of the absence.

E. Employees must electronically submit all leave requests by the 16<sup>th</sup> of every month or the first school day following the 16<sup>th</sup>. If this does not occur, they will be charged 1.5 times the actual amount of leave. If Employee does not have enough leave accrued, they will be docked for unpaid leave for the actual amount of the absence.

2. Employees summoned for jury duty, subpoenaed to be present in court or to give testimony, or required to appear in court or at hearings in connection with performance of their duties as employees of TPCA, will be granted civic duty leave with pay for such time as is required by the court. The employee will return any money they receive from the court system in return. Leave will not be granted to employees required to appear in court for matters not related to their employment by TPCA.

3. Bereavement leave with pay, not to exceed 5 days per school year, will be granted to each employee. Leave may be used for death of brother, sister, mother, father, spouse, child, or grandparent, including mother/father in-laws.

Adopted: April 23, 1998

Revised: October 8, 1998

Revised: May 11, 2000

Revised: May 17, 2001

Revised: April 24, 2003

Revised: June 22, 2006

Revised: May 10, 2007

Revised: April 23, 2009

Revised: January 5, 2011

Revised: January 19, 2012

Revised: December 3, 2016

Revised: January 4, 2018