

## STAFF LEAVES AND ABSENCES POLICY

Consistent contact with students and staff is important to the learning environment and school operations and therefore is an essential function of a staff member's position. St. Louis Language Immersion School will allow staff members to be absent from their duties for the reasons and lengths of time specified in Board policy or an employee's contract, if applicable, as long as the absences are not excessive or otherwise protected by law.

### SECTION 1. Paid Time Off Leave Eligibility

**Section 1.1** Ten-month full-time employees shall accrue up to ten (10) days of Personal Time Off (PTO) at a rate of 1.0 day per teaching month of the ten-month teaching year. For teachers and staff, PTO days are to be used for the purposes defined below. An instructional employee may not use PTO days during the employee's initial thirty (30) days of employment with SLLIS, except with prior written permission from the President. Ten month employees may carry over to the following school year a maximum of five (5) unused PTO days per year, not to exceed a maximum of twenty (20) days of PTO.

**Section 1.2** Eleven-month employees shall accrue up to eleven (11) days of PTO per fiscal year at the rate of 1.0 day per month of the eleven-month working year. PTO days are to be used for the purposes defined below. Eleven month employees may carry over to the following school year a maximum of five (5) unused PTO days per year, not to exceed a maximum of twenty-five (25) days of PTO.

**Section 1.3** Twelve-month employees shall accrue up to twelve (12) days of PTO per fiscal year at the rate of 1.0 day per month of the twelve-month working year. PTO days are to be used for the purposes defined below. Twelve month employees may carry over to the following school year a maximum of five (5) unused PTO days per year, not to exceed a maximum of twenty-five (25) days of PTO.

**Section 1.4** Part-time employees regularly scheduled for at least 20 hours weekly will accumulate a fraction of PTO time directly who work part-time will receive PTO days on a prorated basis per year. Employees paid on a part-time, seasonal, or temporary basis are not eligible for personal leave benefits.

**Section 1.5.** Employees will not receive payment for any unused PTO days upon resignation or termination of employment, nor will employees receive any payment for unused PTO days accumulated beyond the maximum allowed under this policy.

**Section 1.6** Any at-will employee who is absent without authorization or absent after PTO leave has been exhausted shall have his or her daily rate of pay deducted from his or her paycheck for each day's absence that is unapproved. At the discretion of the President or designee, when an employee has exhausted PTO due to illness or death of an immediate family member, employees may donate their own accrued PTO up to a sum total of an additional five

(5) days of PTO to their colleague. No more than a total of five (5) days of donated PTO shall be granted to an employee during a school year.

## **SECTION 2. Use of Paid Time Off**

**Section 2.1** *Sick Leave.* PTO days may be used for sick leave, defined as follows:

- a. Illness, injury or incapacity of the employee. The President reserves the right to require a healthcare provider's certification attesting to the illness or incapacity of the employee and/or inclusive dates of the employee's incapacitation.
- b. Illness, injury or incapacity of member of the employee's immediate family and for which it is necessary for the employee to be with the family member during the incapacity.
- c. Illness, injury or incapacity of other relatives with permission granted by the Executive Director or designee.

**Section 2.2** *Court Appearances.* PTO days may be used for required court appearances other than jury duty or appearances required by subpoena or other court order arising out of the employee's duties as an employee of the school.

**Section 2.3** *Religious Observance.* PTO days may be used for mandatory religious observance.

**Section 2.4** *Bereavement Leave.* Employees may use PTO days for bereavement of family members.

**Section 2.5** *Vacation.* Twelve month employees are permitted to use PTO days for vacation. An employee must submit a written request for vacation to the President and receive written authorization before taking vacation days.

**Section 2.6** *Personal Leave.* PTO days may be used for personal leave under the following conditions:

- a. The President or designee shall be given five days prior notification when feasible.
- b. Personal leave may not be used the day before or the day after holidays or breaks.
- c. Any exceptions to these requirements must be approved by the President.

**Section 2.7** *Family and Medical Leave.* If an employee takes leave for an FMLA-qualifying reason, as described in SLLIS Family and Medical Leave Act Policy, any accrued PTO days will be used concurrently until the employee's accrued PTO days are exhausted. If an employee remains on FMLA leave beyond the exhaustion of available PTO days, the following leave will

continue to be protected FMLA leave until all allowable FMLA leave has been used, but such absences will be unpaid.

### **SECTION 3. Jury Duty and Court Subpoena Leave**

**Section 3.1** All School employees shall be allowed a leave of absence without loss of pay for the purpose of attending jury duty or a judicial proceeding in response to a subpoena or other court order or process arising out of the employee's duties as an employee of the school.

**Section 3.2** Employees who qualify for this leave are required to assign any jury duty pay vouchers to SLLIS before payment is made for days of jury duty. An employee will not be terminated, disciplined, threatened or otherwise subjected to adverse action because of the employee's receipt of or response to a jury summons.

**Section 3.3** Employees who receive a summons for jury duty or a subpoena for a court appearance must provide a copy to the President or designee as soon as soon as practicable.

### **SECTION 4. Voting Leave**

**Section 4.1** SLLIS believes that every employee should have the opportunity to vote in any state or federal election, general primary or special primary. Any employee whose work schedule does not provide him or her four consecutive hours to vote while polls are open will be granted up to two paid hours off in order to vote. Any additional time off will be without pay or deducted from an employee's PTO days. SLLIS reserves the right to select the hours the employee is excused to vote.

**Section 4.2** An employee must notify the President or designee of the need for voting leave at least five days before the election. When the employee returns from voting leave, the employee must present a voter's receipt to the President or designee as soon as possible.

### **SECTION 5. Unauthorized Absences**

**Section 5.1** SLLIS considers three (3) days of unauthorized absences without notice to be a voluntary resignation.

Approved:

Date: May 19, 2017