

CHAVEZ HUIERTA

K-12 PREPARATORY ACADEMY

Book	CHPA Administrative Procedure Manual
Section	Chapter 5 Human Resources
Title	AP 5010 Employee Leaves of Absence
Number	AP 5010 Employee Leaves of Absence
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Legal	Chávez/Huerta K-12 Preparatory Academy Charter School Contract State of Colorado Employment/Labor Laws
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CHPA has developed a comprehensive Paid Time Off (PTO) policy to protect employee's income during times of illness, death of a family member, or emergencies. PTO days are proportional to the regularly scheduled work day of the employee and are accrued at 8 hours per month specific to each employment contract. Days are prorated when employment begins after the first day of the work year or employment ends prior to the last working day of the work year. Overtime and extra duty assignments do not accrue any PTO. No unused PTO is eligible for compensation upon separation of employment.

The expectation for approved absences is that the employee prepares the necessary materials for his/her position in the event there is a need for a substitute. This includes lesson planning, grading, preparation of necessary classroom materials, and any communication needed to conduct school business in the employee's absence. Follow-up with supervisor is also required upon the employee's return.

Process for requesting PTO:

1. The leave request will be submitted by employee for approval by Supervisor.
2. Supervisors will determine and confirm substitute coverage when appropriate prior to approving the PTO request.
3. Once approved the Employee will be notified by Supervisor

All PTO is tracked electronically through the SDS system. Any time used over what is accrued will be a payroll deduction from the employee's paycheck.

Any employee wishing to use more than 3 days of PTO consecutively will need prior approval by their supervisor and the Executive Director or his/her designee. PTO will not be allowed for any day prior to, or after, a scheduled school break or Holiday. PTO will not be allowed to be taken 2 weeks prior to the start of the school year or during the 2 weeks after the school year ends. PTO can be taken for personal reasons and must be approved prior to the absence by employee's Supervisor.

PTO eligible employees will earn the following:

- Full-time 190 work day contracted employees will earn 80 hours of Paid Time Off per fiscal year earned at 8 hours per working month of employment contract.
- Full-time 220 work day contracted employees will earn 96 hours of Paid Time Off per fiscal year earned at 8 hours per working month of employment contract.
- Full-time 240 work day contracted employees will earn 128 hours of Paid Time Off per fiscal year earned at 10.67 hours per working month of employment contract.

All PTO can accumulate to a maximum of 240 hours. If employee has already accumulated the maximum of 240 hours, they are still eligible to earn the appropriate number of PTO hours according to their assigned number of work days and months in their employment contract. Employees will not be able to carry over or accumulate these hours beyond the maximum of 240 hours from fiscal year to fiscal year. No PTO compensation will be paid to employee upon separation from CHPA.

Employees hired prior to July 1, 2017 and who have already reached the maximum of 296 hours, or have accumulated between 240 and 296 hours, are eligible to carry over these hours until their hours are exhausted below the new threshold of 240 hours. Once the employee's PTO hour balance decreases below 240 hours the maximum carryover will be 240 hours from year to year.

Employees hired after July 1, 2017 are subject to the maximum PTO carryover of 240 hours.

Violations of this policy and/or procedure are subject to disciplinary action to include, but not limited to, deduction of pay and/or termination.

The CHPA Board of Directors retains the power to grant leaves with or without pay for other purposes or for other periods of time.

Last Revised Tuesday, October 03, 2017