

CHAVEZ HUIERTA

K-12 PREPARATORY ACADEMY

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| Book | CHPA Board Policy Manual |
| Section | Chapter 5 Human Resources |
| Title | BP 5010 Employee Leaves of Absence |
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| Status | Active |
| Legal | Chávez/Huerta K-12 Preparatory Academy Charter School Contract State of Colorado Employment/Labor Laws |
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The Human Resources Department shall establish procedures for employee leaves of absence as authorized by law. Such leaves shall include, but are not limited to:

- Paid Time Off (PTO) leave for employees who qualify for PTO; PTO leave includes but is not limited to personal necessity and illness.
- Bereavement Leave (24 hours)
- Family Medical Leave Act (FMLA)
- Jury Service or appearance as a witness in court
- Military Service leave
- Paid/Unpaid Administrative Leave – Employees may request or be subject to leave with or without pay for specific circumstances detailed in AP 5010
- Leave Bank Usage – must be approved by Leave Bank Committee

Paid Time Off (PTO) Overview

For benefit purposes employees who work at least 30 hours per week are considered full-time employees eligible for fringe benefits. Employees who work less than 30 hours each week are part-time employees and are eligible for statutory benefits only. Statutory benefits apply to all employees and are mandated by federal, state or, local law. Statutory benefits include PERA, Workers' Compensation insurance, and unemployment compensation insurance.

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.

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 Wednesday, April 26, 2017

See AP 5010 Employee Leaves of Absence