



**August 24, 2023**

**To:** All Staff of the Schools managed by The Roger Bacon Academy

**From:** Classical Charter Schools of America

**Memo:** Board Policies Handbook Amendment #0230824

### **Page 37: Leaves of Absence**

As provided by the Family and Medical Leave Act (FMLA), eligible employees will be allowed a job-protected leave of absence for one or more specified family and medical reasons in a 12-month period. For employees who have completed at least 12 months of service [at the time of birth or adoption placement](#), the following leaves of absence will be eligible for paid leave with benefits as seen below:

- Maternity leave: Six [consecutive](#) weeks from the time of delivery or leave.
- Paternity leave: Three [consecutive](#) weeks from the time of delivery or leave. [Leave must be used within 15 weeks of birth or adoption placement.](#)
- Adoption leave: Three [consecutive](#) weeks from the time of placement or leave. [Leave must be used within 15 weeks of adoption placement.](#)

For all other leaves of absence for which the available number of PTO days has been exceeded, it shall be without pay.

For up to six weeks of such leave during a 12 month period, the school will allow the employee to return to the same position. In the interest of the students and the operational constraints, the same position cannot be guaranteed for leave periods beyond six weeks. FMLA allows up to 12 weeks of leave within a 12 month period, during which time the school will allow the employee to return to work.

To request a leave of absence, submit a Leave of Absence Request to the Headmaster outlining the purpose of the leave of absence and the dates the leave would start and end, if the need for leave is foreseeable. For unexpected leaves, provide notice as soon as the need for leave becomes known. Requests for Leave of Absence are subject to approval of the Headmaster.

### **Page 38: Paid Time Off (PTO)**

All **full-time** employees will receive in their first year three paid days off per quarter for a maximum of 12 PTO days per academic year. Employees that begin work on or after July 1 through the start of the school year will receive PTO at time of hire. All employees hired after the start of the school year will begin receiving PTO on the first day of the quarter following their date of employment. As seen below in the PTO Allotment Table, upon completion of a specified

number of full academic school year(s), the following PTO allotments will be earned for 10, 11, and 12-month employees:

<b>PTO Allotment for all Employees (RBA or Schools)</b>			
<b>Number of School Years Completed</b>	<b>10-month</b>	<b>11-month</b>	<b>12-month</b>
0-<1 school year completed	12 days (3/quarter)	12 days (3/quarter)	12 days (3/ quarter)
After 1 school year completed	12 days	12 days	15 days
After 2 school years completed	12 days	12 days	17 days
After 5 school years completed	12 days	15 days	20 days
After 10 school years completed	12 days	15 days	23 days
After 15 school years completed	12 days	15 days	25 days

An academic school year is defined to be July 1<sup>st</sup> through June 30<sup>th</sup>. Quarters are defined as follows: July-September, October-December, January-March, April-June.

PTO days will be used in the following manner:

- All PTO days must be approved by your supervisor
- All PTO days are considered 8 hour days
- Five days advanced notice should be given for personal days without reason
- Days may not be taken during any in-service training or professional development
- Consecutive days may only be taken when school is not in session
- PTO days will not be granted during standardized testing
- PTO days can be used in half hour increments
- A maximum of eight PTO days will carry over to the following year
- PTO days are not cash redeemable with the only exception being for teachers and teacher assistants (see Redemption of Unused PTO Days below)
- [Upon submitting a notice of resignation, unused PTO will revert to quarterly allotments for the given school year back to July 1.](#)
- Upon separation of employment, no pay will be given for unused days
- PTO must be used when attending a school sponsored event (i.e. field trips, campus activities) unless attending as the teacher or assistant of the class or have been asked specifically by administration to participate