



April 24, 2025

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

From: Classical Charter Schools of America

Memo: Board Policies Handbook Amendment #0250424

Page 10: School Administrators

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Page 37: Time off from Work

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, [with the option of up to six additional weeks unpaid for a total of twelve consecutive weeks.](#)
- 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. If an employee takes an extended leave of absence that includes a school break, the employee must return to work on the next available workday to receive pay for the break.