

## 210 – Paid Time Off (PTO) Policy



Paid Time Off (PTO) provides regular full-time staff members with a benefit of days away from a regularly scheduled work day. PTO Employee Leave Requests should be submitted through the Red Apple Portal at least five (5) days in advance, or as soon as reasonably possible in the event of an illness or emergency. In the case of illness or emergency, employees are requested to contact the school by 6:00AM and required to contact the school *at least* one (1) hour before their shift begins. For absence other than PTO such as bereavement, jury duty, military service, or family medical leave (FMLA), refer to the separate policies regarding the same.

For purposes of PTO, a school year shall be the Letter of Employment period.

### **ELIGIBILITY AND BENEFIT OVERVIEW:**

#### Regular Full-Time, Teaching Employees (Salary; Exempt)

Employees within this classification eligible for medical benefits (regularly scheduled 30 hours per week) will be granted five (5) days per School Year of PTO for 1.0 FTE employees. Employees working between 0.75 – 0.99 FTE will receive 4 days per school year. These days will be given on the first day of the year (August 1<sup>st</sup>). PTO must be used in half-day (4 hours minimum) increments. Any unused PTO days remaining at the end of a School Year will be paid out at a rate of 1/200<sup>th</sup> of the employee’s annual salary per unused day (8 hour block), less all applicable withholdings and taxes; however, an employee may elect to carry-over up to two (2) days of PTO, thus, creating a PTO bank (“Bank”). An employee’s current School Year PTO days plus his/her Bank shall not exceed seven (7) days of PTO. Upon the voluntary or involuntary termination of employment during a School Year, the PTO days will be prorated and rounded down to the nearest half-day. Days missed beyond the granted five (5) days per school year plus the Bank, if any, will be deducted at 1/200<sup>th</sup> of the employee’s annual salary, including any legislative increase provided. In the event that PTO days used are greater than the prorated number of available PTO days the “negative days” will be subtracted during the final salary reconciliation (please see “Salary Reconciliation Policy”). Unused PTO days after proration will be paid out at a rate of 1/200<sup>th</sup> of the employee’s annual salary per unused day (8 hour block), less all applicable withholdings and taxes. (The PTO Vesting Schedule is not applicable to this job classification.)

#### Regular Full-Time, Non-Teaching Employees (Salary; Exempt) \*\*

Employees within this classification eligible for medical benefits (regularly scheduled 30 hours per week) will be granted PTO as approved by the Board of Directors. These days will be given on the Letter of Employment start date. Any unused PTO days remaining at the end of a School Year will not be paid out; however, an employee may elect to carry-over any unused PTO, thus, creating a PTO bank (“Bank”). An employee’s PTO Bank shall never exceed 150% of his/her annual PTO benefit. Should an employee exceed said PTO hours, any excess will be forfeited forever and shall not be paid out. Upon the voluntary or involuntary termination of employment during a School Year, the PTO days will be prorated and rounded down to the nearest half-day. In the event that PTO days used are greater than the prorated number of available PTO days the “negative days” will be subtracted during the final salary reconciliation (please see “Salary Reconciliation Policy”). Upon the voluntary or involuntary termination of employment, an employee’s unused PTO will be paid out based on the date of separation, employee’s then current daily rate of pay, and PTO Vesting Schedule.

#### Regular Full-Time, Full-Year, Non-Teaching Employees (Hourly; Non-Exempt)

## 210 – Paid Time Off (PTO) Policy (cont.)

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Employees within this classification eligible for medical benefits (regularly scheduled 30 hours per week) will be granted three and one-third (3 1/3) hours of PTO per each of the twenty-four (24) pay periods, per School Year. Any unused PTO days remaining at the end of a School Year will not be paid out; however, an employee may carry-over any unused PTO, thus, creating a PTO bank (“Bank”). An employee’s PTO Bank shall never exceed 150% of his/her annual accrual. Should an employee exceed said PTO hours, any excess will be forfeited forever and shall not be paid out. Upon the voluntary or involuntary termination of employment, an employee’s unused PTO will be paid out based on the date of separation, employee’s then current daily rate of pay, and PTO Vesting Schedule.

### Regular Full-Time, Partial-Year, Non-Teaching Employees (Hourly; Non-Exempt)

Employees within this classification eligible for medical benefits (regularly scheduled 30 hours per week) will be granted two (2) hours of PTO per each of the twenty (20) pay periods, per School Year. Any unused PTO days remaining at the end of a School Year will not be paid out; however, an employee may carry-over unused PTO, thus, creating a PTO bank (“Bank”). An employee’s PTO Bank shall never exceed 150% of his/her annual accrual. Should an employee exceed said PTO hours, any excess will be forfeited forever and shall not be paid out. Upon the voluntary or involuntary termination of employment, an employee’s unused PTO will be paid out based on the date of separation, employee’s then current daily rate of pay, and PTO Vesting Schedule.

### Regular Part-Time, Teaching Employees (Hourly; Non-Exempt)

Employees within this classification will not be eligible for PTO.

### Regular Part-Time, Non-Teaching Employees (Hourly; Non-Exempt)

Employees within this classification will not be eligible for PTO.

### Temporary, Teaching and Non-Teaching Employees

Employees within this classification, whether eligible for medical and/or 401k benefits or not will not be eligible for PTO.

## **ADDITIONAL PTO GUIDELINES FOR ALL EMPLOYEES:**

- “No pay,” for regularly scheduled work hours, is not an option if the employee has a PTO balance. Absences taken in excess of allowed/accrued PTO may result in disciplinary action up to and including termination. This time will be unpaid.
- An employee who does not work all of his/her regularly scheduled hours during a work week is required to use PTO to reach that employee’s normal hours worked during a work week, unless the reason for the reduction in hours is due to lack of work, in which case use of PTO to reach the standard weekly hours is at the option of the employee.
- Any employee who misses three consecutive days of work without notice to their supervisor may be considered to have voluntarily quit their job.
- Employees who miss more than three consecutive unscheduled days may be required to present a doctor’s release to the Personnel Administrative Assistant.
- Employees who give notice of employment termination during the period defined in their employment offer must work the duration of the notice without utilizing PTO unless previously approved by the Executive Director or Board of Directors. An employee who does not work through the notice period, or give formal notice, will forfeit their PTO balance.

## 210 – Paid Time Off (PTO) Policy (cont.)

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- PTO cannot be scheduled or taken before it is accrued and approved.
- An employee who is eligible for PTO, who quits or is terminated and then is re-hired at a future date, will start at the beginning of the PTO schedule unless an exception is made by the Executive Director or Board of Directors.
- Exceptions to the PTO usage as described in this policy are allowed only by the Executive Director.
- Employees are responsible for monitoring their PTO over the course of the school year. An employee will not be allowed to exceed the maximum PTO allowance.
- **PTO Vesting Schedule:** Upon the voluntary or involuntary termination of employment, employees will be paid their earned PTO based on their date of separation, their daily rate of pay, and this PTO Vesting Schedule. This vesting schedule is 0% **during** the first year, then 20% per **completed** year to achieve 100% vesting following 5 full years of full time (benefits eligible) continuous employment. Note: The PTO Vesting Schedule does not apply to the Regular Full-Time Teaching classification and Regular Full-Time Non-Teaching Employees (Salary and Temporary Support classification.).
- PTO has no cash value except as designated at termination

### **DONATION OF PTO:**

All eligible employees will be allowed to donate PTO time from their unused balance to their co-workers in need in accordance with the policy outlined below. This policy is strictly voluntary.

**Guidelines:** Employees who would like to make a formal request to receive donated sick/personal time from their co-workers must complete the GWA “Release of Information for Leave Donation Request” form and have a situation that meets the following criteria:

- **Family Health Related Emergency** – Critical or catastrophic illness or injury of the employee or an immediate family member. Immediate family member is defined as spouse, child, parent, sibling, grandparent, in-law equivalent, or other relationship in which the employee is the legal guardian or sole caretaker.
- **Other Personal Crisis** – A personal crisis of a severe nature that directly impacts the employee. This may include a natural disaster impacting the employee’s primary residence such as a fire or severe storm.

Employees who donate PTO from their unused balance must complete a GWA “Leave Donation Release Form” and adhere to the following requirements:

- Donation minimum – 4 hours (1/2 day), as determined by job classification
- Donation maximum – no more than 50% of employee’s current PTO balance

**Note: Employees who donate time must have sufficient time in their balance and will not be permitted to exhaust their balances due to the fact that they may experience their own personal need for time off. Employees cannot borrow against future PTO to donate.**

- Employees who receive donated PTO may receive no more than fifteen (15) days within a school year
- Employees who are currently on an approved leave of absence cannot donate PTO

### **Procedure**

- Employees who would like to make a request to receive donated PTO time are required to complete a GWA “Release of Information for Leave Donation Request” form (available from the Personnel Administrative Assistant) to allow GWA to present their request to the employees of George Washington Academy for the sole purpose of soliciting donations.

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- Employees who wish to donate PTO time to a co-worker in need must complete a “Leave Donation Release Form,” (available from the Personnel Administrative Assistant).
- All forms must be returned to the Personnel Administrative Assistant for processing as soon as possible.

### Approval

- Requests for donations of PTO must be approved by the Executive Director
- If the recipient employee has available PTO time in their balance, this time will be used prior to any donated PTO time. Donated PTO may only be used for time off related to the approved request. PTO donations will be recorded and used in the order received, taking one day from each donor before taking more than one from a single donor. PTO time donated that is in excess of the time off needed will be returned to the donor.