



PAID-TIME OFF POLICY

Overview

University Heights Charter School expects students to attend school each and every day possible, and we expect the same from all instructional staff. We need to be the model for our students to follow, and every day we miss school is a day we miss providing the highest quality instruction possible.

We do recognize, however, that there are some situations in which it is absolutely necessary to miss school. Thus, each instructional staff member may take up to 10 total days of paid time off over the course of the school year (pro-rated at 1 day for each month of employment). Faculty staff members include all classroom teachers, specials teachers, special education teachers, teacher aides, and support staff (nurse, social worker, and dean of students).

Procedure and Preparation for Request

Planned paid time off days must be requested in advance by filling out a request form and returning it to the executive director at least two weeks prior to the requested day off. Staff may obtain a form from the office. Lesson plans and materials for planned time off should be submitted to the principal at least one day before the scheduled leave.

The administration reserves the right to use discretion in granting requests for planned paid time off days based on the need for the school to maintain adequate staffing levels. No more than two consecutive days will be granted. Requests for days off adjacent to school holidays will also not be permitted.

Instructional staff members who are requesting an unplanned paid time off day (such as for sickness or family emergency) should call the lead person on their cell phones by 7:00 a.m. that morning so that there is adequate time to secure a substitute. Phone numbers may be obtained from the main office.

All teachers must submit at least two days of substitute lesson plans and materials (copied for all students) to the headmistress for any unplanned personal days. These plans and materials should be updated monthly so they represent the current skill level of students.

Unplanned paid time off that exceeds two consecutive days must be documented with a doctor’s note. Either planned or unplanned paid time off for instructional staff may only be taken in full-day increments.

An employee may ask request up to two additional days of paid time off for the purposes of bereavement of a close relative (parents, grandparents, siblings, or children of employee or spouse).

Bereavement Leave Policy

An employee may ask request up to two additional days of paid time off for the purposes of bereavement of a close relative (parents, grandparents, siblings, or children of employee or spouse) per occurrence.

Jury Duty Leave Policy

Per state regulation, full-time employees of University Heights Charter School, as employees of a state agency, are entitled to their usual compensation while serving as a juror.

Lateness Deductions

Staff will “sign in” each day using the electronic fingerprint punch clock system. If it is not operational, a ledger will be used. This record is important for filling out payrolls, so your initials are vital. Please don't forget, and don't ask someone else to sign for you. Each minute late, according to contract, will be deducted from the 10 days (5,000 minutes) of paid time off allotted, reducing the amount of time available for paid time off. The time on the electronic fingerprint punch clock system will be the time used. Teachers should make sure they arrive a few minutes early to make sure they punch-in on time. There is no “grace period.”

Early Departure Deductions

Staff that need to leave early for emergencies, necessary appointments pre-approved by the Executive Director, or onset of severe sickness will also have time deducted from the 10 days (5000 minutes).

Paid Time Off Days Buy-Back

Unused paid time off days will be “bought back” at the end of the year at a rate of \$100 per day (20 cents per minute) for teachers and support staff and \$75 per day (15 cents per minute) for teacher aides and operations staff. Administration is excluded. Once days are “bought back” there will be no “rollover” of paid time off days to the following year.

Consequences for Non-Compliance

Instructional staff that fails to provide required notification, documentation, or lesson materials for paid time off will face reprimand documented in their professional files that will impact annual evaluation. Extended non-compliant absence may result in employment termination.

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