

2024-25 PTO and Sick Time Policies from the Field

Loveland Classical Academy

Ian Stout, Executive Director

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We provided 7 days PTO annually before the State's Sick Time law.

So we now provide 6 days Sick Time and 1 day as unrestricted PTO each year for 1.0 FTE.

Both can carry over (if not in health emergency) and both are paid out. At daily rate for unrestricted PTO at \$100/day for sick days.

Our Board approved, written by me (admin.) and business office with our legal's review regarding the requirements of the new Sick Time law.

I am available to provide more information if anyone has a question.

Thomas MacLaren School

Kari Coleman, Chief of Staff

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Here is what we have. This has been crafted with our attorney. I am available to answer questions, as needed.

Paid Time Off (PTO)

All full-time employees receive 64 hours of Paid Time Off (PTO) per year. The PTO is divided between two sets of paid leave: personal and sick leave. All of these days should be used only for a serious reason, such as a family event or when ill. Accrued but unused PTO will not be paid out upon termination of employment.

Vacation Leave: Certain contracts may allow up to a maximum amount of 80 hours of vacation leave per year due to the nature of the defined role.

Personal Leave: Full-time employees will receive 16 hours of personal leave per year. Full-time employees are allowed to maintain no more than 16 hours of personal leave. Part-time

employees shall be allowed to maintain a proportional amount of personal leave based on their contract hours (e.g. a part-time employee who works 24 hours per week will receive 60% of the normal full-time personal leave, or 9.6 hours. This employee can maintain no more than 9.6 hours of personal leave).

Sick Leave: Employees will receive one hour of paid sick leave for every 30 hours worked, up to 48 hours per year. Employees receive paid leave on the first day of employment based on their contract for the year. Up to 48 hours of unused sick leave may be carried over to the next year. Sick leave will not be paid out at the end of the employment relationship. Additional PTO will not be provided as the PTO policy meets the requirement of the Colorado Health Families and Workplace Act. Any unused paid sick days will be reinstated if an employee is rehired within six months of termination.

An employee is eligible to use paid sick leave when:

a. The employee:

- Has a mental or physical illness, injury, or health condition that prevents the employee from working;
- Needs to obtain a medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or
- Needs to obtain preventative medical care;

b. The employee needs to care for a family member who:

- Has a mental or physical illness, injury, or health condition;
- Needs to obtain a medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or
- Needs to obtain preventative medical care;

c. The employee or the employee's family member has been the victim of domestic abuse, sexual assault, or harassment and the use of leave is to:

- Seek medical attention for the employee or the employee's family member to recover from a mental or physical illness, injury or health condition caused by the domestic abuse, sexual assault, or harassment;
- Obtain services from a victim services organization;

- Obtain mental health or other counseling;
- Seek relocation due to the domestic abuse, sexual assault, or harassment; or
- Seek legal services, including preparation for or participation in a civil or criminal proceeding relating to or resulting from the domestic abuse, sexual assault, or harassment; or

d. Due to a public health emergency, a public official has ordered closure of:

- The employee's place of business; or
- The school or place of care for the employee's child and the employee needs to be absent from work to care for the employee's child.

Public Health Emergency Leave: At the onset of a public health emergency (PHE), as defined by C.R.S. 8-13.3-402(9), an employee shall be provided a one-time supplement of leave sufficient to ensure that the employee has enough paid leave to cover two weeks of the employee's regular working hours.

This supplemental public health emergency leave may be used for the following reasons:

- i) Self-isolate and care for oneself because the employee is diagnosed with a communicable illness that is the cause of a PHE;
- ii) Self-isolate and care for oneself because the employee is experiencing symptoms of a communicable illness that is the cause of a PHE;
- iii) Seek or obtain medical diagnosis, care, or treatment if experiencing symptoms of a communicable illness that is the cause of a PHE;
- iv) Seek preventative care concerning a communicable illness that is the cause of a PHE; or
- v) Care for a family member who is experiencing (i)-(iv).

For purposes of this policy, the following qualify as "family members:" (1) immediate family (related by blood, adoption, marriage, or civil union), or (2) anyone else the employee is responsible for providing or arranging health- or safety-related care for.

Employees can use supplemental PHE leave as of their date of hire or January 1, 2021 (whichever is later) until four weeks after the PHE declaration ends.

All PTO requests should be submitted through the online Paycor platform to be approved by the supervisor. Paid time off must be taken in no less than one-hour increments.

If an employee desires to take time off, they must use PTO if they have it available. If an employee needs to take time off after all PTO has been used, the employee should submit a request for unpaid time off to the appropriate Head of School or supervisor, who will consider such requests on a case-by-case basis (see FMLA below). If an employee must take unpaid time off due to an emergency or other reason, his or her next monthly check may be reduced by an amount equal to his or her scheduled daily rate times the number of unpaid days taken. An employee's scheduled daily rate is his or her base pay divided by the number of contract days and the number of contract hours.

The School maintains a log for each employee documenting paid and unpaid time off. Employees who want to review their own PTO usage can do so by logging into their Paycor dashboard or by contacting the Business Office for help. The number of remaining PTO days will be reflected on the employee's paystub each month and on the Paycor dashboard.

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As discussed above (see Overtime), PTO will not be considered hours worked for purposes of calculating overtime pay.

On occasion, an employee may want to take time off without pay. While this time off will not be counted as PTO, the employee must first obtain permission in order to ensure that the School is properly staffed during that period.

Leave required by law, whether or not paid, shall be administered as required by law.

Blackout dates: Blackout dates are those for which employees may not request time off. If an emergency arises, speak to the appropriate Head of School.

AXIS International Academy

Ashely Byers, Business Manager, Finance, HR, Enrich and Nutrition

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We have redone our PTO policy this year and mirrored it largely after Pinnacle.

In accordance with the HFWA, employees earn one hour of sick leave for every 30 hours worked. We are calling this Sick Leave and reserve the right to ask for a doctor's note after 3 consecutive sick days taken.

Additionally, we give our 190 service day staff members 16 hours of PTO at the beginning of the FY (or after 90 day probation period for new hires).

Frontier Academy

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Personal Time Off (PTO)

All full-time employees receive XX paid personal days at the beginning of each employee agreement year. Part time employees receive a prorated equivalent. If the agreement is not fulfilled, the employee's leave will be prorated based on the number of days worked. Day is defined as one workday, regardless of full or part-time status of the employee. Example: if an employee works 4 hours a day, the personal day compensated is 4 hours pay. Employees on extended agreements may receive additional leave days per individual agreement. All employees may carry over a maximum of 2 personal days at any agreement year-end. At the end of the agreement year, employees may elect to receive a cash equivalent to 100% of substitute teacher pay for any unused days. All scheduled staff personal days need prior approval by their supervisor. Exceptions may include illness or emergencies. The Executive Director shall inform the Executive Committee President of extended time off, lasting more than XX days.

Sick Leave

All full-time employees receive XX sick days per calendar year. Part-time employees accrue sick leave on a prorated basis relative to their work hours. Sick leave may be used for personal illness, injury, mental health or medical appointments. Employees may also use sick leave to care for an immediate family member who is ill, injured, or has a medical appointment. Immediate family members include spouse, children, and parents. Sick leave does not carryover beyond December 31st. Any unused sick leave will be forfeited at the end of the calendar year.

Union Colony Schools

Jemiah Fowler, executive Director of Operations
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This is Jemiah Fowler from Union Colony. We spent a few months creating new policies around leave. We wanted to ensure we met or exceeded state requirements for sick leave but also

allow employees to take leave at their discretion. What we found out is that if you don't split out sick and PTO and only call it PTO it must still meet the states employment laws on sick leave but also could be subject to having to pay out the employee upon separation even though the states sick leave doesn't require this.

In the end we renamed all leave to sick leave, put no restrictions on when and how employees could use it, limited the number of hours granted per year(still exceeds the state minimum), do not pay out for unused leave upon separation or at the end of the year, and were able to rework personal banked hours. All in all it has benefited the school and the employees.

Yes I am available if needed.

The Vanguard School
Diane Borre, Business Manager
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Our employee manual is attached. Section 9 is about Leave.

Admin collaborates annually with any needed updates. I can answer questions.

Mesa Valley Community School
Julie Hoge, Business Operations & Human Resources
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Here is our vacation and sick time info directly from our employee handbook. We also offer a sick bank should employees use all of their sick time. Other employees may donate time equal to one day (i.e. if an employee is 40 hours a week, donors can donate 8 hours) for a total of 2 weeks worth of time (80 hours in total). So basically, I need 10 people to donate and that usually happens very quickly. There is a process for this as well that isn't included below, so if you need more info, let me know.

VACATION TIME

Employees receive vacation time each year (based on total contract hours) with 50% of the total annual vacation hours given on the first day of the fall semester, and the remaining 50% on the first day of the second semester. For example, an employee who works 40 hours per week may be eligible to receive 20 hours of vacation time at the beginning of the 1st semester and 20 hours of vacation time at the beginning of the 2nd semester. Vacation accrual is capped at 80 hours, so once an employee reaches this amount, they will stop accruing until such time as their accrued hours are less than the 80 hours allowed. For example, an employee qualifies to

receive 20 hours for the 1st semester according to their contract, however, the previously-accrued amount is at 70 hours, so the employee would only qualify to receive 10 additional hours so as not to exceed the 80-hour maximum. If an employee will exceed the accrued vacation balance when requesting time off, the Business Manager will inform the employee that there will be unpaid days due to the exhaustion of paid time off. Vacation time may be used for any purpose, as long as it is pre-approved by the employee's supervisor. Should the employee resign, retire, or be asked to leave MVCS, accrued vacation hours will be paid to the employee at the time of the final paycheck in accordance with current and applicable state law. Employees who leave prior to the end of the school year will have their last semester's vacation hours calculated on a per-month basis and added to the previous accrued amount.

SICK TIME

All employees accrue sick leave at the rate of 1 hour of sick leave for every 30 hours worked up to 48 hours per year in accordance with the Healthy Families and Workplaces Act (HFWA). This is front-loaded to the employee at the beginning of the school year. Employees roll any unused sick leave from year to year with no cap on total accrued hours as per HFWA. Employees may use sick time for any of the following reasons:

- Mental or physical illness, injury, or a health condition that prevents the employee from working;
- Obtaining a medical diagnosis, care, or medical treatment of a mental or physical illness, injury, or health condition;
- Obtaining preventative medical care;
- To care for a family member for any of the reasons listed above;
- An employee or employee's family member has been the victim of domestic abuse, sexual assault, or harassment and the use of leave is to 1) seek medical attention, 2) obtain services from a victim services organization, 3) obtain mental health or other counseling, 4) seek relocation due to domestic abuse, sexual assault, or harassment, 5) seek legal services, including preparation for participation in a civil or criminal proceeding relating to or resulting from the domestic abuse, sexual assault, or harassment;
- If there is a public health emergency and the school or place of care of the employee's child and the employee needs to be absent from work to care for the employee's child. (Additional information regarding Public Health Emergencies is included in this handbook).

Sick leave will not be paid out at separation of employment, but will be reinstated if the employee returns to work for MVCS within a six-month period in accordance with HFWA.

The Asst Director and I update the handbook on a yearly basis.

Wyatt Academy

Megan Nyce

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What is your school's PTO policy? Do you define sick and vacation time? Is it split between sick and PTO? Is it just PTO? 4 Vacation days 6 sick days - new staff have to wait 60 days to get their vacation days. Vacation is paid out each year in July. It does not roll over.

Who helped craft the policy at your school? We have legal consultants that helped us develop it...and we updated the vacation time wait time because before they got vacation immediately and we had people get paid out vacation time after only being here 2 weeks!

Are you available to answer questions if asked? **Yes**

Denver Justice High School

Stephen Parce

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Denver Justice High School: Teachers have eight days off for each school year that can be used as either personal, or sick. If the days are unused at the end of the year, they are paid out at the daily rate that is adjusted for each year. We work to follow the increases on the pay rate from Denver Public Schools as a district. Unused Days will be paid out on the June 2025 Payroll - \$241.40 per day (8.5 hours per day 7:45 am - 4:15 pm / \$28.40 hourly).

The initial policy was was crafted by the DJHS Board. Changes and updates may be made on an annual basis by school leadership and are presented to the DJHS Board.

I am available for questions.

The Academy

Andrea Foust, Director of Finance

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What is your school's PTO policy? I have attached our Employee Handbook which starts with our PTO policy on Page 11

Do you define sick and vacation time? We have two buckets, PTO (personal/sick leave) and vacation time

Is it split between sick and PTO? One bucket for sickness which is included with personal time.

Is it just PTO? Sick and personal leave

Who helped craft the policy at your school? HR worked with the Employees Council and our attorney

Are you available to answer questions if asked? **Yes, however our HR Manager might be a better resource and I can refer you to them.**

I'm sure this stems from the new GASB 101. Our Auditor is requiring us to report that this year even though Glenn mentioned it wasn't until next year. The research I did said it was implemented as of December, 2023 so since our Fiscal Year ends June 30th (thereafter), we have to include that in our Audit this year. It hasn't been fun figuring that out.

See Page ii (Page 4 of the pdf) which can be found [here](#).

Effective Date

The requirements of this Statement are effective for fiscal years beginning after December 15, 2023, and all reporting periods thereafter. Earlier application is encouraged.

Aspen Ridge Preparatory School
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Kayla Reynolds
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In a nutshell, the majority of our staff (teachers) get 48 hours of PTO (personal/vacation) and 48 hours of Sick time. Each year the slate is wiped clean and restarted (no carry overs) and we pay out PTO not used in June (but we do not pay out for unused Sick).

Both Kayla or I are happy to discuss it more with anyone who has questions.

ABSENCES

At Aspen Ridge, we understand the importance of having a work-life balance (as much as possible) and know that there will be certain seasons of the year that are busier than others. We fully support and encourage employees to take time off to rejuvenate, attend personal commitments, and take care of the body, mind, and soul, for the benefit and well-being of all. The Paid Time Off and Sick Leave policies below are designed to provide all employees with the opportunity to take paid time off while maintaining a healthy work-life integration. The below policies establish guidelines for accrual, usage, and the maximum number of days allowed in any given academic year.

Keep in mind that Staff attendance is the cornerstone for school success and for ensuring adequate safety and supervision of students, not to mention to ensure systems and processes are running smoothly. Students need their teachers to reach their academic goals; high

absenteeism directly correlates to low student achievement. Our goal is to create a culture of high attendance for all (90% and higher). That includes YOU.

Days taken off in addition to Paid Time Off and Sick Time, with the exception of FMLA or pre-arrangement with the Principal or Head of School, may lead to further discussion of employment and if Aspen Ridge is the best place for you.

In the event you need to be absent (personal or sick), here are the steps to follow.

Enter your request into Paylocity.

In the comments section of Paylocity, list who your sub coverage will be and/or if you are sick.

Keep in mind that all daily absences can be found on the Google Staff Calendar. This will help you know which substitutes are available or not.

Preferred Aspen Ridge substitutes should be contacted FIRST. An updated preferred sub list will be sent out throughout the year.

If there are no available substitutes, then absences should be entered into the SVVSD substitute system, Red Rover (see WAG for directions)

Supervisors will approve absences through Paylocity. Approvals are not guaranteed based on multiple reasons (see below).

Ensure sub plans are prepared ahead of time, left for the substitute in your classroom, and that digital plans are emailed to both Cathy Hellbaum and Katie Scarbrough.

Paid Sick Leave

All employees will earn and/or accrue paid sick leave starting on the date of hire at a rate of one hour of paid sick leave for every 30 hours worked, not to exceed a total of 48 hours maximum, to be used during the current fiscal year. (July-June for 12 month employees; August-May for 10 month employees)

The earned and unused balance of accrued paid sick leave, up to 48 hours, will carry over from one fiscal year to the next; provided however, an employee may only use 48 hours of sick leave in any given year. Because this is sick leave, accrued hours must be used for a qualifying reason, and unused hours will not be paid to an employee at the end of any year or at separation of employment.

Employees will receive their eligible Sick Paid Leave hours on the first working day of the annual agreement.

The allowable reasons for use of paid sick leave are limited to the following:

An employee has a mental or physical illness, injury, or health condition that prevents the employee from working;

An employee needs to obtain a medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition;

An employee needs to obtain preventative medical care;

An employee needs to care for a family member who has a mental or physical illness, injury, health condition; or who needs to obtain a medical diagnosis, care, or treatment; or who needs to obtain preventative medical care.

An employee or an employee's family member has been the victim of domestic abuse, sexual assault, or harassment and the use of the leave is to seek medical attention for the employee or the employee's family member to recover from a mental or physical illness, injury, or health condition caused by the domestic abuse, sexual assault, or harassment; or for the employee or employee's family member to obtain services from a victim services organization, mental health or counseling, or to seek relocation due to the domestic abuse, sexual assault, or harassment; or to seek legal services, including preparation for or participation in a civil or criminal proceeding relating to or resulting from the domestic abuse, sexual assault, or harassment.

Due to a public health emergency in which a public official has ordered the closure of the Employer or the school or place of care of an employee's child and the employee needs to be absent from work to care for the employee's child

The employee needs to care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the closure of the family member's school or place of care; or

The employee needs to evacuate the employee's place of residence due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the need to evacuate the employee's residence.

Paid sick leave can be used in one-hour increments. Aspen Ridge will not prohibit use of paid sick leave or retaliate against any employee for their lawful use of paid sick leave, if for a qualifying reason. When the need for leave is foreseeable, employees must make a good faith effort to provide advance notification and make a reasonable effort to schedule leave so as not to be unduly disruptive to their job requirements. If the need for leave is not foreseeable then the employees must provide notice as soon as practicable. The employee may be required to provide documentation of the reasons for taking the paid sick leave for four or more consecutive days.

Paid sick leave will not be counted as an “absence” that may result in firing or another kind of adverse action. The employee must make every effort to find a substitute and ensure coverage during paid sick leave to maintain success and consistency. Emergency sub plans should be ready to go by the first day of school, to ensure that lesson plans are available should paid sick leave need to be used immediately. If an employee separates from employment and is rehired within six months after the separation, the employee will have reinstated any paid sick leave that the employee had accrued but not used during the employee's previous employment. Employees are not entitled to any financial compensation at any time in exchange for any unused/accrued paid sick leave.

Sick Leave Documentation

If a staff member is absent for more than 3 consecutive days due to illness, a doctor's note is required to verify the need for the extended leave. The documentation should include the reason for the absence and any recommended restrictions or accommodations needed upon return.

Paid Time Off (PTO)

In addition to Paid Sick Leave as described above, all full-time Employees are eligible for PTO up to the following amounts:

10-Month Employees are eligible for up to 48 hours of PTO per year.

12-month Employees are eligible for up to 88 hours of PTO per year.

Employees will receive their eligible PTO hours on the first working day of the annual agreement.

Notwithstanding the above eligible PTO hours per year, PTO does not carry over from year to year. Any unused PTO remaining at the end of the school year will receive a payout based on your equivalent hourly rate. This payout will be received in the June paycheck.

Aspen Ridge encourages eligible Employees to use PTO responsibly and to schedule time-off in advance. Use of PTO will be allowed at the Supervisor's discretion depending upon staffing needs at the time. However, certain days throughout the academic school year are considered blackout periods and approval will not be guaranteed. The blackout periods include:

CMAS and other test administration days (2nd full week of April-end of April are typically CMAS dates)

Required Professional Development days

Parent-Teacher Conferences

Days preceding or immediately following holiday weekends and school breaks (including long weekends).

At Aspen Ridge, we strive to align employee attendance expectations with student attendance expectations, recognizing that student success is closely linked to their teachers' presence and commitment. Once all PTO and Sick Leave days have been exhausted, any subsequent absences will be subject to written approval from your supervisor based on the extenuating circumstances of the days needed off. Be advised that a written coaching plan will be implemented once your absences exceed 13 days.

Emergency Absences

From time-to-time unplanned events/sicknesses will arise that will cause you to be out. Our goal is to support and ensure students are well supervised and all systems of the school are functioning. As soon as you think you are going to need to be out, you must communicate and plan for your absence. The steps below should be followed as best as possible.

Instructional Staff

Text or call both Rachel (913-240-6196) and Cathy (307-331-2033) if you need to leave campus. Do NOT leave campus without ensuring that an administrator is aware that you are leaving.

We will work with you to arrange a substitute for you in these situations. Any support you can provide upfront will be greatly appreciated.

Enter the absence in Paylocity.

Record the name of your sub in the comments box

Ensure that your lesson plans are emailed to your sub, Cathy, and Rachel.

Non-Instructional Staff

Contact your direct supervisor. Do NOT leave campus without ensuring that your supervisor is aware that you are leaving.

Enter absence into Paylocity.

Jefferson Academy Secondary School
Craig Melville, Business Manager
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We offer two PTO days and 6 sick days. At the end of the year we buy back unused PTO but the sick time rolls over.
