

CHAVEZ HUIERTA

K-12 PREPARATORY ACADEMY

Book	CHPA Administrative Procedure Manual
Section	Chapter 5 Human Resources
Title	AP 5010 Paid Time Off (PTO)
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CHPA has developed a comprehensive Paid Time Off (PTO) policy to protect employee's income during times of illness, death of a family member, or emergencies. For full-time Faculty & Staff, PTO days are proportional to the regularly scheduled work day of the employee and are accrued at the designated number of hours per month specific to each employment contract. Days are prorated when employment begins after the first day of the work year or employment ends prior to the last working day of the work year. Overtime and extra duty assignments do not accrue any PTO.

Effective January 1, 2021 part-time employees became eligible to earn Paid Time Off (PTO) per the Health Families Workplace Act (HFWA) at 1 hour per every 30 hours worked up to 48 hours per calendar year. Beginning July 1, 2022, all employees will be eligible to earn paid sick leave, including full-time employees who also earn Paid Time Off (PTO).

The expectation for approved absences is that the employee prepares the necessary materials for his/her position in the event there is a need for a substitute. This includes lesson planning, grading, preparation of necessary classroom materials, and any communication needed to conduct school business in the employee's absence. Follow-up with supervisor is also required upon the employee's return.

Process and regulations for requesting PTO:

1. The leave request will be submitted by employee for pre-approval by Supervisor at least 3 days prior to the occurrence. Emergency situations will be evaluated by the Supervisor or designee and is subject to documentation when a 3-day prior notice is not feasible.
2. Supervisors will determine and confirm substitute coverage when appropriate prior to approving the PTO request.
3. Employees will be notified by Supervisor within 24-48 hours of receiving the request for approvals and denials.
4. Planned absences may not be taken until the Supervisor officially pre-approves the request and the approval is documented.
5. In emergency situations which may require verification, PTO requests may not be submitted more than 4 work days after the absence occurs and the employee has returned to work. Absences that did not go through

this pre-approval process or that are deemed not approved are subject to payroll deductions and possible disciplinary action when taken anyway.

6. All PTO is required to be entered in the Specialized Data System portal (SDS) prior to the occurrence and will be tracked electronically through the SDS system.

7. Any time used over what has been accrued will be a payroll deduction from the employee's paycheck.

8. Any employee wishing to use more than 3 days of PTO consecutively will need prior approval by their supervisor and the Supervisor or his/her designee.

9. PTO will not be allowed for any day prior to, or after, a scheduled school break or Holiday. Emergency situations will be evaluated as they arise.

10. PTO will not be allowed to be taken 2 weeks prior to the start of the school year or during the 2 weeks after the school year ends. Emergency situations will be evaluated as they arise.

PTO eligible employees will earn the following:

- * Full-time 168 work day contracted employees are allowed 70.74 hours of Paid Time Off per fiscal year accrued at 7.07 hours per working month of employment contract.
- * Full-time 195 work day contracted employees are allowed 85.09 hours of Paid Time Off per fiscal year accrued at 7.09 hours per working month of employment contract.
- * Full-time 208 work day contracted employees are allowed 110.93 hours of Paid Time Off per fiscal year accrued at 9.24 hours per working month of employment contract.
- * Part-time hourly employees are allowed 48 hours of Paid Time Off per calendar year accrued at 1 hour per 30 hours worked.

All PTO can accumulate to a maximum of 120 hours. If employee has already accumulated the previous maximum of 240 or 296 hours, they are not eligible to accrue the designated number of PTO hours according to their assigned number of work days and months in their new employment contract for the new academic year. Employees will not be able to carry over or accumulate hours beyond the new maximum of 120 hours from fiscal year to fiscal year. PTO compensation will be paid to employee upon separation from CHPA for employees in good standing and with a proper 2 weeks' notice given in writing. Any employee who commits an act that is illegal and warrants termination from CHPA will not be eligible for PTO compensation upon separation.

Employees hired prior to July 1, 2022 and who have already reached the previously set maximum of 240 or 296 hours, or have accumulated between 120 and 240/296 hours prior to June 30, 2022, are not eligible to accrue more hours until they have exhausted hours below the maximum of 120 hours. CHPA Administration reserves the right to develop a transition plan for all employees to be subject to the new maximum accrual of 120 hours. This is also the maximum number of hours an employee can carry over from academic year to academic year. The transition plan created by CHPA will comply with all applicable State and Federal laws.

All employees hired after July 1, 2022 are subject to the new maximum PTO accrual and carryover of 120 hours.

Employee PTO Leave Bank

CHPA allows for employees to donate eligible Paid Time Off (PTO) hours to a PTO Leave Bank. Eligible employees shall request approval to donate and withdraw hours from this leave bank subject to established criteria and committee approval. The established committee will consist of the President/CEO Executive Cabinet members.

Employees must exhaust all existing PTO and must have contributed to the bank in order to become eligible for a withdrawal from the PTO Leave Bank. All employees are limited to 1 PTO Leave Bank withdrawal per academic year and all approvals are subject to the approval process.

Donations to the PTO Leave Bank

- Employees can elect to donate PTO hours at the end of each academic year.

- Employees cannot donate a number of hours that will result in the exhaustion of their balance unless the employee is separating from employment by CHPA. Any excess number of hours beyond the established maximum accrual of 120 hours are eligible to be donated.
- A minimum of 8.5 hours (1 work day) must be donated for an employee to be eligible for a withdrawal consideration.

Withdrawal of hours from PTO Leave Bank

- The President/CEO's Executive Cabinet will evaluate each withdrawal request to determine the following prior to approval:
 - Employee eligibility based on employment status
 - Validity of reason for request (evaluation of circumstances)
 - Number of hours to award (never to exceed 2 work weeks which is equal to 68 hours) Requests for more than the established maximum hours will be reviewed upon request.

Qualifying Circumstances for Submitting a Withdrawal Request for hours from the PTO Leave bank:

1. Serious medical condition confirmed by a physician
2. Emergency Medical Situation
3. Pregnancy Leave
4. Treatment or care of an immediate family member
5. A catastrophic natural event not controllable by employee

All request for withdrawal must be submitted in writing and are subject to additional documentation as appropriate.

The PTO Leave Bank process shall not be applied in an arbitrary, capricious, or discriminatory manner. The PTO Leave Bank process must remain in compliance with applicable laws and educational codes of conduct at all times.

Violations of this policy and/or procedure are subject to disciplinary action to include, but not limited to, deduction of pay and/or termination.

The CHPA Board of Directors retains the power to grant leaves with or without pay for other purposes or for other periods of time.

Last Revised

Thursday, May 05, 2022