

# CHAVEZ HUIERTA

## K-12 PREPARATORY ACADEMY

<b>Book</b>	CHPA Board Policy Manual
<b>Section</b>	Chapter 5 Human Resources
<b>Title</b>	BP 5010 Paid Time Off (PTO)
<b>Number</b>	BP 5010
<b>Status</b>	Active
<b>Legal</b>	Chavez/Huerta K-12 Preparatory Academy Charter School Contract State of Colorado Employment/Labor Laws Healthy Families Workplace Act (HFWA)
<b>Adopted</b>	May 9, 2017
<b>Last Reviewed</b>	Saturday, May 14, 2022

The Human Resources Department shall establish procedures for employee leaves of absence as authorized by law. Such leaves shall include, but are not limited to:

- Paid Time Off (PTO) leave for employees who qualify for PTO; PTO leave includes but is not limited to personal necessity and illness.
- Bereavement Leave (24 hours)
- Family Medical Leave Act (FMLA)
- Jury Service or appearance as a witness in court
- Military Service leave
- Paid/Unpaid Administrative Leave – Employees may request or be subject to leave with or without pay for specific circumstances detailed in AP 5010
- Leave Bank Usage – must be approved by Leave Bank Committee

### Paid Time Off (PTO) Overview

For benefit purposes employees who work at least 30 hours per week are considered full-time employees eligible for fringe benefits. Employees who work less than 30 hours each week and are not designated to a temporary or seasonal assignment are considered part-time employees and are eligible for statutory benefits only. Statutory benefits apply to all employees and are mandated by federal, state or, local law. Statutory benefits include PERA, Workers' Compensation insurance, and unemployment compensation insurance.

Effective January 1, 2021 part-time employees are 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.

See AP 5010 Paid Time Off (PTO) for details.

**Last Revised** Thursday, May 05, 2022