

CHAVEZ HUIERTA

K-12 PREPARATORY ACADEMY

Book	CHPA Board Policy Manual
Section	Chapter 5 Human Resources
Title	BP 5300 Employee Leave Bank
Number	BP 5300
Status	Active
Legal	Chávez/Huerta K-12 Preparatory Academy Board of Directors BP 5010 Employee Leaves of Absence
Adopted	June 13, 2017
Last Reviewed	May 9, 2023

The Chávez/Huerta K-12 Preparatory Academy (CHPA) Board of Directors authorizes the implementation of the Employee Leave Bank program to permit employees of CHPA to donate eligible Paid Time Off (PTO) hours to a Leave Bank. Eligible employees shall request approval to withdraw hours from this Leave Bank subject to established criteria and committee approval.

The President/Chief Executive Officer and Human Resource Director shall establish procedures to administer the Leave Bank program that comply with law and educational codes of conduct. The policy and procedures shall not be applied in an arbitrary, capricious, or discriminatory manner.

Last Revised May 16, 2023

Administrative Procedure (AP) 5300 Employee Leave Bank – Pending