

SUMMIT ACADEMY

SUBJECT: Benefits and Leave Policy

I. Policy

The Summit Academy Board of Trustees has established general guidelines for the extension of benefits and leave to employees.

II. Definitions

Full-time Employee: Any employee whose employment agreement requires a minimum of 40 hours of work per week during the school year.

Day: The amount of time an employee's employment agreement requires in a 24 hour period. For example, if an employee is required to work 4 hours a day according to their employment agreement, then a day equals 4 hours.

Immediate family: includes spouse, son, daughter, parents, parents-in-law, or a person who is residing in the employee's household at the time of the illness or death. Special circumstances may be appealed to the Director for consideration of immediate family status.

School Year: A total of no more than 180 teaching days, plus up to 4 additional in-service and/or testing days in a fiscal year. See the school calendar for the current year for additional details.

Fiscal Year: July 1 through June 30.

Mid-term Employee: Any employee hired after a school year has started. Mid-term employees will receive benefits and leave on a prorated basis for the remainder of the school year.

Health Insurance Benefits

Insurance benefits are available to all full-time Summit Academy employees. Benefits are subject to change and benefit documentation will be distributed to all employees at the beginning of each school year.

Salary and Wages

Pay increases will be determined on an annual basis pending state legislative funding and merit.

Retirement Benefits

A defined contribution retirement plan will be offered to employees based on hours worked. Competitive contribution rates and employee eligibility are defined by the retirement plan document, according to administrative procedure. Summit Academy maintains the right to make changes to the employer contribution rate at any time, in

order to maintain budget requirements set by the law, board policy, or bond requirements.

LEAVE

Personal Leave

Full-time employees of Summit Academy will receive 10 days of paid personal leave per school year. Part-time certified employees will receive prorated paid personal leave based on the work hours outlined in their employment agreement. Full-time employees who work a 12 month schedule will receive 12 days of paid personal leave per year, due to their extended work schedule. Mid-term employees will receive prorated personal leave based on the days remaining in the school year.

Using Personal Leave

Except in unusual circumstances, or unexpected illness, prior notification must be given to the immediate supervisor at least one day in advance.

Personal leave may only be taken the day before or after a school holiday or during the first five days and last five days that students are in school for the following reasons:

- Observance of religious holidays which fall on a regularly scheduled school calendar work day.
- Weddings of immediate family.
- Graduations of immediate family.
- Required court appearances.
- Funerals for a death not covered by bereavement leave.
- Conferences and conventions which relate to the individual employee's work assignment and are not covered by professional leave.

Illness

Other extenuating circumstances, with prior approval from the Director.

Bereavement Leave

In the event of a death in the immediate family, an employee may be granted bereavement leave according to the following guidelines.

Employees may be granted up to 5 days bereavement leave without pay deduction in the event of the death of a spouse or child.

Employees may be granted up to 3 days bereavement leave without pay deduction in the event of the death of any other immediate family member.

Two additional days of bereavement leave may be granted if travel time is needed. Travel must be in excess of 350 miles one way to qualify for additional days. Employees must provide travel verification information to their immediate supervisor.

If the death of an employee's mother or father results in the loss of the only remaining parent, up to 3 additional personal leave days may be taken to deal with estate issues. The 3 additional days must be taken within one calendar year of the parent's death.

Jury or Witness Duty

Employees are required to provide the Director with copies of court notices or subpoenas as soon as possible after receiving such notification. Summit Academy will pay an employee equivalent to their regular pay during the jury or witness leave period. Any amount paid to the employee for service as a juror or witness, excluding mileage, will be deducted from the employee's regular pay.