
SUBJECT: Leave Policy

I. Board Policy

It is the policy of the Summit Academy Board of Trustees to authorize leave benefits for full-time personnel who work 32 hours per week or more and to comply with the requirements of Public Law 103-3, Family and Medical Leave Act. The Board directs the Summit Academy administration to establish guidelines and additional policies to implement this leave policy. If additional leave is needed beyond what is covered in this policy, refer to the provisions of the Family Medical Leave Act.

II. Administrative Guidelines

- A. General** - In order to maintain a consistent and fluent teaching schedule that benefits all students, full-time employees are generally expected to maintain a 98% attendance level for each school year (no more than 3 full- day absences). Employees are encouraged to use the many breaks and recesses throughout the year for personal needs and vacation time.
- B. Sick Leave**
- 1. Sick Leave Allowances** – Summit Academy full-time employees who work 32 hours per week or more will be allowed seven (7) days of sick leave per school year. Employees may not accrue sick leave from year to year but may be eligible for the attendance bonus if their attendance is at least 98%. Employees will be charged sick leave even if a substitute is not employed.
 - 2. Availability** - Sick leave is available for absences due to personal illness or injury that prevents the employee from working or for the following reasons:
 - a. Court appearance – as interested party or under subpoena.
 - b. Illness or injury of a member of the employee’s immediate family.
 - c. Death of an immediate family member.
 - d. An emergency caused by an accident or illness that necessitates employees absence from work.
 - e. Personal Leave - for urgent personal business or other emergencies.
 - 3. Definitions** – The following definitions apply to this policy:
 - a. 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.
 - b. Illness or Injury – includes conditions related to pregnancy or childbirth.
- 4. Abuse of Sick Leave** - Administration shall periodically review sick leave usage. If abuse of sick leave is suspected, the building administrator shall confer with the employee and, if necessary, convene a committee of at least one additional administrator to review the case.
- a. If it is determined that an abuse of sick leave has occurred, the

following actions shall be taken.

- a. The sick leave benefits inappropriately paid shall be reclaimed from the employee.
 - b. The employee shall be suspended for five (5) working days during the next pay period.
 - c. A written reprimand shall be entered in the employee's personnel file.
5. **Payment for Sick Leave** – In order to receive full pay for work missed due to illness or injury, employees shall complete an Absence Request Form which is approved by Administration.
 6. **Notification of Absence** – Employees are required to notify Administration as soon as they know that they will be absent from work and to give appropriate assistance in finding a substitute to cover the absence(s).
 7. **Long Term Leave** – is defined as unpaid leave for pregnancy, post-childbirth maternity or paternity, adoption, employee long-term illness, and any other reasons required by law. Pursuant to the Family Medical Leave Act (FMLA), the school may require certification from a qualified medical professional to document the reason for the leave and/or to verify the employee's ability to return to work. Such leave may be given for a maximum of up to 12 consecutive weeks, or longer if required by law. In no event shall such leave extend beyond the end of the current school year. Such leave is available of full-time employees who have been employed by SAHS for at least one full school year. FMLA requires an employee to provide 30 days advanced notice when the leave is foreseeable.
 8. **Jury Duty** – Upon notification by a court to report for jury duty, the employee may petition the court for jury duty during non-school months. In the event the request is not granted and the employee is required to serve, time off with no loss of salary may be provided for jury duty. The employee should immediately notify Administration when required to serve jury duty. The employee may choose to take his/her regular salary during jury duty as long as the check for juror fees is assigned to the school.
 9. **Military Leave** – Any full-time employee who is a member of a reserve component of the armed forces of the United States, and pursuant to military orders enters federal or state active duty, active duty for training, or inactive duty training, shall, upon written request, be granted a leave of absence from employment for a period not to exceed five (5) years.

Employees who take leave the **day before and the day after** any scheduled school holiday are required to pay for a substitute.

Attendance Bonus – Summit Academy will pay an annual attendance bonus to any employee who has perfect attendance at work during the school year. One bonus amount is paid to

employees who miss zero days and another amount for employees who miss one day or less.