

Adopted: 4-17-2019  
Revised: 9-15-2021

**NORTH METRO FLEX ACADEMY  
POLICY No. 4.1.4  
PAID TIME OFF**

**I. PURPOSE**

The purpose of this policy is to provide Paid Time Off (PTO) to North Metro Flex Academy (NMFA) employees to be away from work due to vacation, illness, or other personal requirements. All employees will be eligible as of their hire date.

**II. POLICY STATEMENT**

This policy is in the interest of the students and staff to ensure consistency in the daily school schedule and to ensure consistent academic achievement.

**III. EARNINGS CRITERIA**

A. Earnings Criteria. PTO is based on total hours worked, up to 40 hours in a workweek. Full-time regular employees will earn PTO according to the following schedule and part-time employees will earn PTO on a pro-rated basis.

<b>Length of Service</b>	<b>Maximum Annual Days</b>
Date of hire through <b>1<sup>st</sup> year</b> anniversary date	6
Date of hire through <b>2<sup>nd</sup> year</b> anniversary date	8
Date of hire through <b>3<sup>rd</sup> year</b> anniversary date	10

B. Payout Limitations.

1. Employees may only maintain a total of 14 PTO days at any one time.

<b>Length of Service</b>	<b>Maximum Annual Carry-Over Days</b>
Date of hire through <b>1<sup>st</sup> year</b> anniversary date	2
Date of hire through <b>2<sup>nd</sup> year</b> anniversary date	3
Date of hire through <b>3<sup>rd</sup> year</b> anniversary date	4

2. **PTO IS NOT ELIGIBLE FOR CARRYOVER in the following circumstances:**

- a. When NMFA terminates the employee’s then-current work contract: or
- b. When the employee gives notice of his/her intent to terminate the employee’s then-current work contract.

3. **If either of the circumstances described in paragraph 2.a or 2.b occurs, the employee will not be entitled to any PTO pay out.** This includes additional PTO days given for specific duties requested by Administration, i.e., bus supervision.

C. Additional limitations on unpaid leave of absence. Any additional personal time that must be taken by an employee will be unpaid. PTO time must be used before time off is unpaid, except for winter and spring break, at which time staff may choose to use unpaid time before all PTO time is used.

D. Pay-Out Rates. Employees who work until the end of the school year and remain in good standing throughout the school year, as defined by NMFA, may have unused PTO paid out at the end of the school year at the rates shown below.

<b>Length of Service</b>	<b>Maximum Annual Payout Days</b>
Date of hire through <b>1<sup>st</sup> year</b> anniversary date	2
Date of hire through <b>2<sup>nd</sup> year</b> anniversary date	3
Date of hire through <b>3<sup>rd</sup> year</b> anniversary date	4

<b>Pay-Out Rates</b>	<b>Exempt Staff (Salary)</b>	<b>Non-Exempt Staff (Hourly)</b>
First Payout Day:	\$140	\$100
Second Payout Day:	\$130	\$100
Third Payout Day:	\$100	\$100
Fourth Payout Day:	\$100	\$100

E. Pay for PTO days will be paid on the regular pay cycle and on actual straight time hours worked. No overtime hours are included in PTO accrual. PTO days are not considered hours worked when calculating overtime hours.

## IV. PROCESS

### A. Limitation on approval of PTO

1. The use of a PTO day will not be approved during the following:
  - a. The first two weeks or last two weeks of the school year
  - b. The day before or day after a holiday break (non-exempt staff)
  - c. During state and/or district level testing
  - d. During designated staff development days
  - e. On any other “blackout” date designated by the school

Administrative exception can be made for extreme circumstances.

2. No more than two days of PTO may be used in the first two months of initial employment. No more than three consecutive days of PTO may be used without a medical excuse. All vacations should be planned around school breaks and holidays. All days off following the three allowed consecutive days will be unpaid.

### B. Process for obtaining approval of PTO

1. Employees must submit a PTO request to the Operations Manager and obtain approval when they plan to use a PTO day. Where possible, employees are expected to provide at least 2 weeks advance notice to their supervisor. If advance notice is not possible due to an emergency, employees must follow the established protocol. Employees classified as exempt (salary) may take time off in half-day (4 hour) or full-day (8 hour) increments. Non-exempt employees (hourly) should record their time off in time increments to the hour, (for example, 1 hour, 2 hours, and 3 hours).
2. Employees should give as much notice as possible in scheduling time off. If there are conflicting dates, preference generally will be given to the employee who has the most tenure. A more junior employee who already has an approved PTO schedule will not, however, be bumped by a more senior employee.

If planned PTO must be canceled due to the needs of NMFA and you are unable to reschedule the time off within the year. NMFA reserves the option of paying you in lieu of taking the canceled PTO or allowing you to reschedule your time off.

### C. Special Circumstances

The Board reserves the right to make exceptions to this policy, at its discretion, for sick leave resulting from extreme circumstances, such as illness related to pandemics.