

Subject: Paid Time Off Policy

Effective Date: September 12, 2008

Approved By: Board of Directors

Policy: The Executive Director, with approval of the Board, shall establish paid time off policies according to the school's business needs and in an effort to offer employees a competitive employee benefits package.

Procedure:

1. The Executive Director, working with the director of human resources, shall establish time off policies for paid holidays, paid personal days off, paid sick time, and paid vacation time.
 - a. These policies will include definitions of eligibility as well as hourly or daily accruals, qualifying use of accrued time, and limitations on accrual or use of time.
 - b. These policies shall be reviewed and updated, if necessary, annually.
2. Paid time off policies shall be published in the Employee Handbook each year
 - a. The Employee Handbook is reviewed and approved by the Governing Board annually, prior to publication.
3. The director of human resources is responsible to manage paid time-off benefits, including tracking of eligibility, accounting of time accrued and time used, and reporting as needed.

Original Policy 09/12/08