

I. PURPOSE

- A. The purpose of this document is to identify the Employee Leave at Athlos Academy of St. Cloud.

II. DEFINITIONS

- A. Full-time Employee: An employee, exempt or non-exempt, that works at least 32 hours per week. Full time equivalent (FTE) employees of 1 are defined the same.
- B. Part-time Employee: An employee that is paid hourly and works less than 32 hours per week.
- C. Black Out Days: Days identified by the Lead School Administrator in which an employee should not request PTO.
- D. Immediate family member: A parent, child, spouse or domestic partner, or legal dependents who live in the employee's household.

III. POLICY

- A. All leave should be requested in advance and must be approved by the employee's supervisor or designee.
- B. Paid Time Off (PTO)
 - 1. PTO is an allotment provided to employees of the school to use as paid leave when not in attendance at the school. PTO can be used for any approved employee leave, including but not limited, medical appointments and sick leave, vacation, and personal time.
 - 2. PTO is earned in a fiscal year, must be used during the employee's contract year.
 - 3. PTO will be granted on a first come, first serve basis, at the discretion of the Lead School Administrator or designee.
 - 4. PTO may not be used during Black Out Days except as granted by the Lead School Administrator or designee.

4038 Employee Leave

5. An employee who is absent for three (3) or more consecutive days without prior approval shall be required to present a certificate from a physician certifying such absence by the seventh day of absence. The School reserves the right to require verification of illness of any person who is absent eight (8) or more days in a month or fourteen (14) days in one year.
6. Employees can roll over 40 hours of PTO at the end of each fiscal year.
 - a. Any PTO above and beyond 40 hours will be paid out to exempt employees at their daily rate and to hourly employees at their hourly rate not to exceed 8 days or 80 hours.
 - b. Employees cannot request a payout of PTO if the PTO balance is less than 5 days or 40 hours and not to exceed 8 days or 80 hours of such unused leave.
7. Upon severing employment with Athlos Academy of St. Cloud, any accrued unused PTO will be paid out to exempt employees at their daily rate and to hourly employees at their hourly rate not to exceed 8 days or 80 hours.
 - a. Additionally, any PTO used beyond what the employee accrued must be paid back to Athlos Academy of St. Cloud. Exempt employees will be charged their daily rate and hourly employees at their hourly rate. This will be done via deduction out of the final paycheck
8. Full-time Employee PTO
 - a. Full-time employees accrue 1 day (equivalent of their standard workday hours) of PTO each month of service.
 - i. Employees hired in the middle of the month will receive a prorated rate based on daily accrual.
 - b. Full-time employees may only use accrued PTO except as granted by the Lead School Administrator or designee.
9. Part-time Employee PTO
 - a. Part-time employees accrue 1 day (equivalent of their standard workday hours) of PTO each quarter of service during school year.

i. Employees hired in the middle of the month will receive a prorated rate based on daily accrual.

b. Part-time employees may only use accrued PTO except as granted by the Lead School Administrator or designee.

C. Unpaid Leave

1. Unpaid leave will be granted in extenuating circumstances by the Lead School Administrator or designee. Unpaid leave not required to comply with state statutes can be denied at the discretion of the Lead School Administrator or designee.

D. Extended Leave

1. The board may grant an extended leave of absence without salary to any full- or part-time employee who has been employed by the school for at least five years and has at least ten years of allowable service, as defined in section 354.05, subdivision 13, or ten years of full-time teaching service in Minnesota public schools.
2. The duration of an extended leave of absence under this section must be determined by mutual agreement of the board and the teacher at the time the leave is granted and shall be at least three but no more than five years. An extended leave of absence under this section shall be taken by mutual consent of the board and the teacher. If the school board denies a teacher's request, it must provide reasonable justification for the denial.
3. Extended Leave of Absence will comply with statute MN 122A.46 and all related school policies.

E. Holidays

1. All full-time employees will be provided a calendar of dates that they are expected to work with the employment offer.

F. Bereavement Leave

1. Full-time employees will be granted up to three workdays of leave with pay in the event of a death of a member of the immediate family or mother-in-law or father-in-law, sister, brother, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandparent, or grandchild. Bereavement leave is also granted for mothers and fathers who suffer a miscarriage.

- a. PTO may be used to cover non-eligible funerals.
- E. All leave outlined in this policy, as well as all other leave not outlined in this policy, will comply with the requirements of MN 122A.40-58 and MN 275-186.

Revision History

09/19/18, 05/20/19, 03/23/20

Legal References

[*Minn. Stat. §122A.40-58*](#) (Employment Contracts; Terms and Conditions)

[*Minn. Stat. §175-186*](#) (Industry, Labor)