

Leave Policy

Personnel

Sick Leave

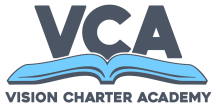
Accrual: Full- time staff will accrue sick leave at the rate of 4 hours per month for a maximum yearly accrual of 48 hours in accordance with Healthy Families and Workplaces Act (HFWA). Part- time staff will accrue sick leave based on their annual contracted hours equaling or exceeding an annual accrual rate of 1 hour of sick leave for every 30 hours worked up to 48 hours per year also in accordance with HFWA. This will be loaded to each employee on pay day each month of the year and available for immediate use. Staff will also roll over any unused sick leave from year to year with no cap on total accrued from year to year, also in accordance with the Health Families and Workplaces Act. Allowances will be made for staff that need to access a current month's sick leave accrual during the month, but before payday. In addition, staff members may be able to access future accruals of sick leave in extenuating circumstances.

Example:

Usage

Sick leave by a staff member may be used for the following circumstances in accordance with the Healthy Families and Workplaces Act:

1. Mental or physical illness, injury, or health condition that prevents the employee from working;
2. Obtain a medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition;
3. Obtain preventive medical care;
4. To care for a family member who:
 - a. Has a mental or physical illness, injury, or health condition;
 - b. Needs to obtain a medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition;
 - c. Needs to obtain preventive medical care;
5. The employee or the employee's family member has been the victim of domestic abuse, sexual assault, or harassment and the use of leave is to:
 - a. Seek medical attention for the employee or the employee's family member to recover from a mental or physical illness, injury, or health condition



- caused by the domestic abuse, sexual assault, or harassment;
 - b. Obtain services from a victim services organization;
 - c. Obtain mental health or other counseling;
 - d. Seek relocation due to the domestic abuse, sexual assault, or harassment;
 - e. Seek legal services, including preparation for or participation in a civil or criminal proceeding relating to or resulting from the domestic abuse, sexual assault, or harassment;
6. Due to a public health emergency, a public official has ordered closure of:
- a. Vision Charter Academy;
 - b. the school or place of care of the employee's child and the employee needs to be absent from work to care for the employee's child.

* Additional leave may be granted in accordance with the Healthy Families and Workplaces Act during a Public Health Emergency when applicable.

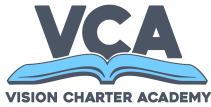
*This list should not be considered exhaustive and indicative of all circumstances that may fall under sick leave use criteria.

Donation: Should an employee use up all of their available leave (sick and vacation) , but still require additional time off for sickness, a request for sick leave donations from other staff members may be made through Human Resources. Human Resources will confirm with the staff member in need that they agree for the request to go out and will only send the request if permission is given by the staff member in need. Human Resources staff will then notify all staff of the need for additional sick leave, keeping the staff member in need anonymous, allowing any staff member to donate up to 16 hours of leave to the staff member. This will be entirely voluntary and confidential. No staff member will be told who leave is going to nor will the staff member receiving leave be told who donated it.

*Should sick leave be donated in excess of the staff member's need it will be rolled in to a sick leave bank for future use by staff.

Sick Leave at Separation

Sick leave will not be paid out at separation or any other time, but may be reinstated if the employee returns to work for Vision Charter Academy within six months of the original separation date in accordance with the Healthy Families and Workplaces Act.



Vacation

Accrual Academic Staff:

1. Full-Time, Non- Exempt & Exempt
 - a. Employees shall accrue 3 vacation days per year at a rate of 2 hours per month on each pay day for vacation time.
2. Leave for Part- Time, Non- Exempt & Exempt
 - a. Part- time employees shall receive the equivalent of 3 work days per year of vacation time accrued each month on pay day.
 - i. Example: Employee works 25 hours per week or 5 hours per day. They would receive 15 hours per year of leave or 1.25 hours each month accrued.

Accrual Non-Academic Staff:

1. Full-Time, Non- Exempt & Exempt
 - a. Employees shall accrue one week (5 days/40 hours) of vacation leave per year at a rate 3.33 hours per month on each pay day for vacation time.
2. Part- Time, Non- Exempt & Exempt
 - a. Employees shall accrue the equivalent of one week's working hours as vacation leave each year.
 - i. Example: Employee works 20 hours per week or 4 hours per day. They would receive 12 hours per year of leave or 1 hour each month accrued.

Maximum Accrual

Vacation accrual is capped at a maximum of 80 hours. Once an employee reaches this maximum accrual amount they will stop accruing leave until such time their accrued leave is less than the maximum accrual allowed.

Usage

Vacation leave may be used for any purpose as long as it is preapproved by the employee's supervisor.

Vacation Leave at Separation

Vacation leave shall be paid out in accordance with current and applicable state law.

(Colorado Revised Statutes 8-4-101(14)(a)(III), Wage Protection Act Rules 7 CCR 1103-7, Rule 2.15)



Bereavement Leave

Amount

The amount of leave will be based on the employees regularly contracted hours with a maximum of 3 days given to attend a funeral in state and 5 days given to attend a funeral located outside the state. If the employee has available vacation leave they may also use this with the approval of their supervisor to extend their leave. Additional days may also be granted under extenuating or special circumstances by approval from Human Resources and their Supervisor. Bereavement leave is granted on an as needed basis.

Usage

Bereavement leave is available to all employees to attend the funeral of a family member. (Family members are defined as: mother, father, mother-in-law, father-in-law, grandparent, child, grandchild, brother, sister, aunt, uncle, or other close member at determination of Human Resources and Supervisor.)

Example: Part-time employee notifies supervisor they need to attend the funeral of a family member in Fort Collins, CO. The employee typically works 25 hours per week. This employee, barring any other extenuating circumstances, would be granted 15 hours of leave to attend the funeral.

*All types of leave must be used for a day or time when you would normally be working and not otherwise off or during school closure. In addition, leave shall be taken in quarter hour increments.

Vision Charter Academy

Adopted: May 11, 2021

CROSS REFS:

Healthy Families and Workplaces Act

Colorado Revised Statutes 8-4-101(14)(a)(III)

Wage Protection Act Rules 7 CCR 1103-7, Rule 2.15