SICK LEAVE POLICY

Full time employees (40 hours per week) paid over twelve months will be allowed 40 hours of paid sick leave and 40 hours of paid personal leave per school year. Other employees paid over 12 months will receive sick and personal leave hours based on the ratio of hours regularly scheduled divided by the 40 hours. (i.e. a 30 hour per week employee would receive 30/40 x 40 = 30 hours per year)

If an employee does not use all of his/her personal time, he/she will be compensated at the current SMACS substitute teacher rate for the time not used to be paid on the last paycheck of the school year. Remaining personal leave will not accumulate.

If an employee does not use all of his/her sick hours, he/she may accumulate up to 320 hours (40 days). Any hours in excess of 320 would be lost at the end of the fiscal year (August 31). Accumulated Sick Leave (carryover) **can only** be used as sick leave not personal or vacation leave.

If an employee exceeds their accrued amount of sick hours for a major medical reason, their pay will be docked the cost of a substitute teacher for 20 working days; after the 20 days the employee will be docked at their daily rate.

Employees will be given the opportunity at the beginning of each school year to contribute 8 hours of sick leave to a sick pool. If they have contributed, the employee will be allowed to use up to 80 hours from the sick pool during the school year, which will precede the 20 working days at the substitute rate. The sick pool hours will become available after an employee has used up all of their current school year sick and personal hours and any accumulated sick hours. The sick pool will be governed by Sick Leave Policy. Employees **may not** give sick or personal days to another employee.

If the employee does not code their time off the time will be deducted in the following order:

1. Personal time.
2. Compensatory time.
3. Vacation time.
4. Sick time.

Medical Certification
Any employee who is absent more than three days because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and – in the case of personal illness – the employee's fitness to return to work.

Personal Leave

St. Mary's Charter School ("School") does not participate in the State Personal Leave Program or provide or recognize "State Days"; therefore, accumulated state personal leave days from other Texas School Districts or public schools cannot be transferred in or out of the School system.

Bereavement Leave

Bereavement leave provides paid leave for employees, on top of the sick and personal days they already receive, for the purpose of attending a funeral and taking care of the arrangements that need to be made when a family member dies.

Employees can take up to four days with pay for the death of a spouse, child, stepchild, parent, grandparent, sibling, daughter- in-law, or son-in-law and up to four days with pay for the death of a spouse's family member (grandparent, grandchild, stepparent, son-in-law, daughter-in-law, child, stepchild, parent, or sibling). Any death of a family member or relative not specifically mentioned above will result in the employee being allowed one day for the funeral. If more than the allowed days are taken, these days will be charged to the employee's sick, personal or comp days, or will be docked if these resources have been depleted.

Compensatory Leave

SMACS allows Exempt employees to bank compensatory time (maximum 120 hours) with prior approval of their supervisor. Use of compensatory time must be approved in advance by the supervisor. The compensatory time must be used by the end of the fiscal year (August 31) or it will be lost. Fair Labor Standards Act (FLSA) requires nonexempt employees be paid for time worked and compensatory time is not allowed.

Vacation Leave

Full-time Employees on the 228 day schedule (40 hours per week) paid over twelve

months will be allowed vacation hours per the annual vacation table established for the school year. Other 228 day employees paid over 12 months will receive a pro rata share of vacation hours based on the ratio of hours regularly scheduled divided by 40 hours. These hours will also be established per the annual vacation table.

If an employee does not use all of his/her vacation time, the time will be lost at the end of the fiscal year (August 31).

All vacation leave must be approved in writing by the employee's supervisor prior to commencement of the leave.

Religious Observances

An employee requesting to attend a religious observance on a regularly scheduled school day may use Personal Leave. In the event that all Personal Leave has been used, deductions from the employee's salary shall be made on the basis of the employee's daily rate of pay.

Jury Duty and Other Court Appearances

The School will pay any employee his or her normal daily compensation for each regularly scheduled workday on which the employee serves in any phase of jury service. Any employee selected for jury duty must notify his or her supervisor within 48 hours of the court's notice. The employee must also present **the note from the clerk of the court** documentation of jury service to his or her supervisor.

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Absences for court appearances related to an employee's personal business must be taken as local leave or leave without pay (if no local leave is available). Employees may be required to submit documentation of their need for leave for court appearances.

Voting Leave

Any employee who does not have two consecutive non-work hours while the polls are open on election day will be given up to two hours off with pay in order to vote, unless more time is required by state law. The employee should notify the appropriate supervisor before Election Day if time off is needed, so that the timing of the employee's absence can be pre-arranged.