



# **EMPLOYEE COMPENSATION, LEAVE, AND BENEFITS POLICY**

## **Purpose**

This policy outlines the compensation framework, leave entitlements, and benefits available to employees of Bonneville Academy. It is designed to comply with federal and state labor laws, including the Fair Labor Standards Act (FLSA), the Family and Medical Leave Act (FMLA), and applicable Utah Code provisions, while ensuring fair and transparent employment practices.

## **Section 1: Compensation and Salary Determination**

Bonneville Academy determines employee compensation based on experience, qualifications, licensure, and responsibilities. The Board of Directors approves salary schedules and adjustments. Compensation is subject to annual review during the budgeting process.

## **Section 2: Employee Benefits**

Eligible employees may receive benefits including medical, dental, and vision insurance, as well as enrollment in the Utah Retirement Systems (URS) plan. Benefits eligibility is based on employment classification and minimum hours worked per week.

## **Section 3: Paid Time Off (PTO)**

Full-time employees earn paid time off annually according to the schedule approved by the Board. PTO must be requested and approved in advance, except in cases of emergency. Unused PTO may be carried over or paid out at separation in accordance with school policy.

## **Section 4: Bereavement Leave**

Bereavement leave is granted in accordance with Bonneville Academy's Bereavement Leave Policy.

## **Section 5: Jury and Witness Duty**

Bonneville Academy supports civic responsibilities. Employees called for jury duty or subpoenaed as a witness in a legal proceeding will be granted time off. Employees must provide a copy of the summons or subpoena. Jury duty is paid up to five (5) days per year.





## Section 6: Military Leave

Employees who are members of the U.S. military or National Guard will be granted military leave in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Such leave may be paid or unpaid depending on length and nature of the service.

## Section 7: Family and Medical Leave (FMLA)

Eligible employees may take up to twelve (12) weeks of job-protected leave for qualifying medical or family reasons under the federal Family and Medical Leave Act (FMLA). During this period:

- Health benefits will continue as if the employee were actively working.
- Employees must return to work by the end of the approved leave or notify administration if an extension or resignation is necessary.
- Accrued paid time off (PTO) must be used concurrently with FMLA leave unless otherwise approved.

**Beginning July 1, 2025**, Bonneville Academy will provide **three (3) weeks of paid parental leave** for eligible employees for the birth, adoption, or placement of a child, in compliance with Utah law. This paid leave:

- Is provided separately from PTO or sick leave,
- Runs concurrently with FMLA leave,
- And applies to both parents, when eligible.

## Section 8: Paid vs. Unpaid Leave Policy

All leave is considered unpaid unless otherwise outlined in this policy. Employees must exhaust all applicable paid leave before requesting unpaid leave, except as protected under FMLA or military leave laws.

## Section 9: Conference, Training, and Reimbursement

Bonneville Academy encourages professional development. Conference and training attendance must be pre-approved by the Director. Reimbursement for registration, travel, lodging, and meals will be provided in accordance with state per diem rates and school reimbursement guidelines.





# BONNEVILLE ACADEMY

K-8 STEM School

Approved: 07/22/2025

## Legal References

- Fair Labor Standards Act (FLSA)
- Family and Medical Leave Act (FMLA)
- Uniformed Services Employment and Reemployment Rights Act (USERRA)
- Utah Code Title 34A: Utah Labor Code
- Utah Retirement Systems (URS) Guidelines



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