Employee Leave Policy

A. Legal Requirement/Authority

- UCA 53G-11-208 Parental Leave

B. Scope:

1. InTech Collegiate Academy offers the following leave benefits to all regular full-time employees and all non-temporary salaried employees in proportion to their FTE.

2. Temporary employees, interns, and hourly employees do not accrue paid leave benefits.

3. Leave may be taken in full-hour increments.

    a. Calculation of leave taken must include all time off from a standard working day, including before, after, and during school preparation periods.

C. General Expectations for Use of Leave

1. Employees must gain signed approval for non-emergency absences from the Principal prior to an absence.

2. For all foreseeable absences, employees are responsible for ensuring that substitute personnel are arranged to cover their duties and appropriate directions/plans for the substitute are prepared and available ahead of time.

3. Employees should avoid taking personal leave on the following days:
    a. The first and last two days of any grading term.
    b. Faculty orientation or professional development days
    c. Parent-Teacher-Student Conferences
    d. Graduation

4. The principal may limit the total number of employees allowed to take non-emergency leave at one time if the number of employees taking leave would significantly impact the quality of instruction and/or services (e.g. # of employees taking an extra day at the beginning or end of winter break)

5. The employee shall, when possible, give notice to the Principal at least two (2) days prior to the absence.

D. Paid Time Off (PTO) Leave:

1. Full-time employees shall annually receive thirteen (13) days of Paid Time Off (PTO).

2. At the end of each fiscal year, unused PTO will be carried over into the next year as Accumulated Sick Leave.

E. Accumulated Sick Leave (Sick Leave) & Attendance Bonus:

1. Accumulated Sick Leave may only be used.

    a. after the employee's annual PTO has been exhausted

    b. for an employee's personal/family illness or illness/accident involving immediate family

        i. Family is defined as parent, spouse, child, grandchild, grandparent or sibling—either by blood relationship or by law (including in-laws, step-relationships).

2. A doctor's certificate may be required if the Principal feels the employee is abusing the leave policy.

    a. The Board may also require a second doctor's opinion if it deems necessary.
    b. In the case of a second opinion, the cost shall be borne by the school.

3. At the end of the fiscal year:

    a. Up to **twenty-seven (27)** days of Sick Leave will be carried over from one year to the next.

    b. Sick Leave in excess of Twenty-seven (27) days will be paid out via payroll at the prevailing substitute teacher rate as an attendance bonus.

4. At the end of employment

    a. Sick Leave in excess of Twenty-seven (27) days will be paid out via payroll at the prevailing substitute teacher rate as an attendance bonus.

    b. Unused Sick Leave less than or equal to twenty-seven (27) will be forfeited (and not paid out).

F. Parental/Post-Partum Leave:

1. Employees shall receive up to three work-weeks of paid parental leave for

    a. The birth of the employee's child(ren)
    b. The adoption of a child(ren)
    c. The appointment of legal guardianship of a child or incapacitated adult (or multiple guardianships)

2. Employees shall receive up to four work-weeks of paid parental leave for

    a. The placement of one or more foster child(ren) in the employee's care.

3. Employees shall receive up to three work weeks of paid postpartum recovery from childbirth.

    a. Which shall run consecutively to any parental leave

4. Parental leave may only be used within six months after the qualifying event (birth, adoption, placement).

5. Parental leave eligibility is calculated based on the event date and not the number of children/guardianships.

    a. Additional adoptions, guardianships, or placements during the six month period do not accrue new parental leave.

G. Family and Medical Leave Act

1. As a public school, **InTech is a covered employer** under FMLA, regardless of its number of employees.

2. **Employees of an FMLA covered employer are only eligible** for FMLA benefits **if** each of the following three conditions are met:

    a. The employee has worked for the covered employer for at least 12 months.

    b. The employee has worked at least 1250 hours for the covered employer during the last 12 months.

    c. The employee works at a location where the covered employer employs 50 or more people within a 75-mile radius**.** (Until such time as InTech has at least 50 employees within a 75-mile radius, **no InTech employees are eligible for FMLA).**

H. Flexibility for Longer-Term Necessary Absences

1. Donation of Personal Leave Days

a. Should an employee with a need for extended leave exhaust all of their available PTO and Sick Leave, other employees may donate their Sick Leave days to the employee in need.

2. Unpaid Leave

    a. Additional unpaid leave may be granted by the Board on a case-by-case basis.

I. Special Leave Not Charged Against PTO or Sick Leave

1. Professional Leave

    a. Leave for professional development either required by the school or that receives prior approval from the principal.

2. Bereavement Leave

    a. All employees are allowed up to five (5) days of leave for the ***sole*** purpose of attending to needs arising from the death of an immediate family member.

        i. Family is defined as parent, spouse, child, grandchild, grandparent or sibling—either by blood relationship or by law (including in-laws, step-relationships).

3. Legally Necessary Leave

    a. Leave to comply with legal obligations not initiated by the employee. (e.g. jury duty, subpoena to appear in court to serve as a witness)

    b. Employees must remit any compensation check received (e.g. payment for jury duty) to InTech.

4. Military Training Leave

    a. Employees associated with the United States Military shall be allowed twelve (12) days per year of Military Leave to complete any ***required*** annual training which cannot be scheduled outside working hours.

        i. The employee must submit a copy of the military orders along with the request for Military Leave to the Principal for approval.
        ii. Any additional days beyond the original twelve (12) would require special approval from the Board.

5. Other Leave

    a. Other special circumstances will be considered by the board on a case-by-case basis.

Document History:

24 Sept 2026	4 week leave for foster care, parental leave is based on event/time not individual children
23 Jan 2025	Switch to PTO and inclusion of parental leave
25 Apr 2024	Technical changes
25 Feb 2016	Technical corrections to make consistent with other policies.
22 May 2014	FMLA policy clarified and moved from “Other Benefits”. Technical corrections made.
26 Apr 2012	Increased personal leave to 4 days and sick carryover to 26 days.
12 May 2009	Established leave limits, carry-over and clarified available leave times.
Feb 2008	Included as part of employee fringe benefits policy.