

I. PURPOSE

The purpose of this document is to identify the Employee Leave Policy at Athlos Academy of Jefferson Parish.

II. DEFINITIONS

- A. Full-time Employee: An employee, exempt or non-exempt, that works at least 30 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 30 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, and encouraged to be taken during the summer months if applicable.
 - 3. PTO will be granted on a first come, first serve basis, at the discretion of the Lead School Administrator or designee, and compliant with RS 17:46-49.
 - 4. PTO may not be used during the final two weeks of employment or during Black Out Days except as granted by the Lead School Administrator or designee.

5. An employee who is absent for six (6) or more consecutive days 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 the employee at an hourly rate of \$10 per an hour. Employees cannot request a payout of PTO if the PTO balance is less than five days and not to exceed twenty-five days of such unused leave.
7. Upon severing employment with Athlos Academy of Jefferson Parish, any unused PTO will be paid out to the employee in their final check at a rate of \$10 per an hour.
 - a. The payout will not exceed twenty-five days of such unused leave.
 - b. Upon the retirement of any teacher or upon death prior to retirement, the teacher shall be paid at the rate of pay received at the time of retirement or death.
 - c. If there is a negative balance due to an employee using PTO before it is accrued, the amount will be taken out of their final paycheck at the employee's daily rate, at which the PTO was paid.
8. Full-time Employee PTO
 - a. Full-time employees accrue PTO each month of service based on their annual contract and prorated to reflect the amount of reporting calendar days that will be served if hired or starting after the first day of the month. The accrual will reflect the percentage of reporting days served.
 - b. Employees will receive guidelines upon employment related to the approval process for PTO. Specifically, in the event the employee has COVID, the employee must be granted time off, regardless of the status of their accrued PTO.
 - c. When a full-time employee takes more than a half day of work off as PTO, they will be charged with 8 hours of usage.

d. Example:

Employee Start Date	Annual PTO Allotment
July	96 hours
August	88 hours
September	80 hours
October	72 hours
November <i>etc.</i>	64 hours

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.
- b. Part-time employees may use PTO up to the annual allotment of PTO before it has been accrued.
- c. When a part-time employee takes more than a half day of work off as PTO, they will be charged with the equivalent of their standard workday hours.
- d. Example:

Employee Start Date	Annual PTO Allotment
Q1	4 days
Q2	3 days
Q3	2 days
Q4	1 day

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 RS 17:46-49 can be denied at the discretion of the Lead School Administrator or designee.

D. Extended Sick Leave

1. For extended sick leave, the school follows the government mandated guidelines for the Family Medical Leave Act (FMLA). Please refer to Policy 4019- Family and Medical Leave.

E. Holidays

1. All full-time employees will be provided a calendar of dates that they are expected to work with the employment offer; holidays shall be designated on this calendar.
2. Part-time, hourly employees will not receive compensations for holidays not worked.

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.
 - a. PTO may be used to cover non-eligible funerals.

- G. All leave outlined in this policy, as well as all other leave not outlined in this policy, will comply with the requirements of RS 17:43-49.

Revision History

09/09/18, 02/19/19, 05/22/19, 11/03/21

Legal References

[LA R.S. 17:43-49](#)