



AMERICAN ACADEMY
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Employee Leave and Compensation Policy

This policy was approved by the American Academy Board of Directors on July 15, 2010

Purpose

This policy describes the various types of leave available to employees of American Academy.

Provisions for Duties Performed During Absence

It is the responsibility of the employee to ensure that a designated substitute or other authorized person is secured and can perform the duties of the employee during the employee's absence, in accordance with school policies. This includes providing to the substitute or other authorized person the tools, documentation and any training necessary prior to the employee's absence.

Personal Leave

Full-time salaried employees, who are employed at the start of an academic year, are provided with 8 days of paid Personal Leave for use in that academic year. Full-time salaried employees who start employment during an academic year are provided with paid Personal Leave on a prorated basis, based on the estimated percentage of the academic year remaining, as determined by American Academy in its discretion.

Part-time salaried employees, who are employed at the start of an academic year, are provided with paid Personal Leave for use in that academic year. The number of days of leave is calculated by multiplying the full-time percentage by 8 (so, a 75% employee would receive 6 days and a 50% employee would receive 4 days). Part-time salaried employees who start employment during an academic year are provided with paid Personal Leave on a prorated basis, based on the estimated percentage of the academic year remaining, as determined by American Academy in its discretion.

For classroom teaching staff, unused days of Personal Leave will be credited back to the employee at the full American Academy average substitute rate as calculated at the end of the school year.

Request for Personal Leave

A request for personal leave must be submitted using the designated Time off Request system. Personal time off must be requested one week in advance, except in an emergency, such as illness. Personal time must be approved by the employee's supervisor. American Academy reserves the right to deny a personal time off request for any reason. Personal days may not be used during the last two weeks of school, except in an emergency situation.

Professional Leave

Professional Leave may be granted by the Head of School (HOS) if the program or information to be learned is deemed by the HOS to be beneficial to American Academy. Professional Leave must be approved by the HOS in advance. Teachers will receive regular salaried compensation for these approved Professional Leave absences. These days will not be charged to the teacher's days of Personal Leave.

Reimbursable expenses incurred during Professional Leave must be pre-authorized by the HOS.

Group Insurance Plans

Salaried employees are eligible for employer-paid benefits at a percentage equal to FTE. For example, a 0.75 FTE would be eligible for 75% of employee-only coverage.

Employees who are paid hourly are not eligible to participate in American Academy's benefits.

For all employees, insurance coverage will begin on the first day of the month following the first month of employment. For example, Teacher contracts beginning August 1 will provide insurance coverage beginning September 1. For any employees electing optional additional insurance coverage for spouse/child(ren), this coverage will be withheld from employee paycheck one month prior to insurance benefit. For example, withholding in August payroll will provide coverage for the month of September.

Family and Medical Leave

Each employee of American Academy who is employed at the start of an academic year, whether paid on a salaried or hourly basis, whether exempt or non-exempt, and whether full-time or part-time, may take up to a total of 12 weeks of unpaid Family and Medical Leave during that academic year. Employees who start employment during an academic year are provided with unpaid Family and Medical Leave on a prorated basis, based on the estimated percentage of the academic year remaining, as determined by American Academy in its discretion.

Family and Medical Leave may be used for one or more of the following reasons: (1) the birth and care of an employee's child; (2) placement with an employee or the employee's spouse of a child for adoption or foster care; (3) to care for the employee's spouse, child, or parent, if they have a serious health condition; or (4) when the employee is unable to perform the functions of his/her position because of a serious health condition. "Serious health condition" means an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility, or that involves continuing treatment by a health care provider.

Family and Medical Leave may be taken intermittently or on a reduced leave schedule only for an employee's serious health condition or when the employee's leave is for the caring for the employee's spouse, child or parent with a serious health condition, and only when the intermittent or reduced leave schedule is medically necessary. Intermittent means sporadic. For example, you may need to take a Family and Medical Leave four days per month during a six-month period for a prescribed medical treatment. A reduced leave schedule is a part-time schedule. For example, you may need to work four hours a day for a certain period of time so that you can obtain physical therapy.

Please contact the HOS as soon as possible if you need a Family or Medical Leave. Additional information will be provided when a leave is requested. Unless your need for leave is not foreseeable, you must provide 30 days' advance notice of your request for leave and must obtain advance written approval from the HOS. You may be required to provide documentation to, and have periodic communications with, American Academy substantiating your basis for taking a Family and Medical Leave of Absence.

If you are requesting Family and Medical Leave because of your own serious health condition or that of your spouse, minor child or parent, you may be required to provide a written certification of a health care provider that a serious health condition exists. Second or third opinions from other health care providers at American Academy's expense may be required. Recertification may also be required from time-to-time. If you are on Family and Medical Leave due to your own serious health condition, you may also be required to provide American Academy with written certification from your health care provider that you are able to return to work. If your leave is due to your own serious health condition, you must notify the HOS in writing, every 30 days during your leave, of your current health status and the date you intend to return to work.

During your Family and Medical Leave, American Academy will continue to pay the employer's share of premiums for your group medical and dental insurance plans. If you would like to continue your group medical and dental insurance plans during your leave, you must pay the employee's share of the premiums during the leave. In some instances, you will be expected to pre-pay such premiums for the anticipated duration of your leave. If the premiums are not pre-paid, you will be billed for such premiums. All amounts which are normally deducted from your paycheck for such benefits will be

billed to you during any Family and Medical Leave. The coverage will remain in effect for the duration of your Family and Medical Leave or until such time as you are 30 days' delinquent in payment of your share of the premium cost.

Family and Medical Leave is unpaid. Family and Medical Leave time is not accumulated from one academic year to the next. Employees will not be paid for the unused Family and Medical Leave time upon the termination of employment or at the end of an academic year. Family and Medical Leave time will not be considered as hours worked for the calculation of overtime.

If an eligible employee takes paid Personal Leave for one of the four reasons for which Family and Medical Leave may be taken, such Personal Leave is charged against the employee's Family and Medical Leave allotment. In other words, if a full-time salaried employee who commenced work at American Academy at the start of the academic year used all paid Personal Leave for the care of a spouse's serious health condition, for example, the employee would have ten weeks of unpaid Family and Medical Leave remaining.

An employee on a Family and Medical Leave is subject to layoff, just like an employee who is actively working. Unless your job has been eliminated or changed while you are on leave, upon your return from Family and Medical Leave, you will be restored to your original or equivalent job position with equivalent pay, benefits, and other employment terms. If you take intermittent leave or leave on a reduced leave schedule, you may be required to transfer to an available alternative position for which you are qualified and which better accommodates recurring periods of leave than does your regular position. You will not accrue additional wage or benefit entitlements during your Family and Medical Leave, but will not lose any benefit that accrued prior to the start of your leave.

Any employee who falsifies the reason for taking a Family and Medical Leave may be disciplined, including the possible termination of employment.

Jury Duty

A Jury Duty Leave of Absence may be given for employees who are called to serve on jury duty. The employee will be paid the difference between his/her regular pay and all moneys paid to the employee by the court.

Military Leave

A Military Leave of Absence is for required military service. American Academy complies with applicable state and federal law concerning leaves for military service.

Worker's Compensation

All employees are automatically covered by Worker's Compensation Insurance at the time they are hired. American Academy pays 100% of the premiums for this important coverage. The following benefits are provided to employees who sustain a work-related injury or illness:

- partial wage replacement for periods of disability;
- medical care including medicine, hospital, doctor, X-rays, crutches, etc.; and
- rehabilitation services, if necessary

It is important that the employee report any work-related injury or illness to the HOS, as soon as it happens, regardless of how minor it may be. It is also important to get proper first aid and/or medical attention as needed with a school-designated physician. Medical bills from a personal physician may not be paid.

POLICY HISTORY

Original: approved by the BOD on November 7, 2005

Revision 1: approved by the BOD on August 1, 2006

Revision 2: approved by the BOD on April 23, 2009

Revision 3: approved by the BOD on December 17, 2009

Revision 4: approved by the BOD on April 15, 2010

Revision 5: approved by the BOD on July 15, 2010

SUMMARY OF REVISION 1

Addition of compensation for unused personal days

SUMMARY OF REVISION 2

Changed personal days to 8 days

SUMMARY OF REVISION 3

Added personal days for part-time employees

SUMMARY OF REVISION 4

Added benefits for part-time, salaried employees

SUMMARY OF REVISION 5

Added personal time off request requirements