

**Pioneer Springs Community School
Employee Attendance Policy (approved 4/22/2014)**

The presence or absence of each employee is of critical importance to the successful operation of PSCS. Therefore, PSCS expects all of its employees to be on time, ready to begin work at the beginning of their day, and to work the full allotted time they are assigned each day. PSCS reserves the right to assign employees to jobs other than their usual assignment when necessary, provided the employee is capable of performing the essential functions of the alternate assignment. Employees are not allowed to perform work (for pay) at home or away from PSCS unless specifically authorized for each occurrence by their supervisor. Non-exempt employees are not to work before or to continue working after their scheduled hours unless specifically authorized for each occurrence by their supervisor. Non-exempt employees are not allowed to perform work while on scheduled non-paid lunch break, unless specifically assigned by their supervisor. Attendance at PSCS-sponsored functions is not compensated unless the supervisor has required the employee to attend and work at the function and has written approval from the Board to provide the additional compensation. Employees violating these rules may be subject to disciplinary action, up to and including termination.

Paid Time Off

Only Qualifying Employees (see Employee Classification Policy for definition) are eligible to receive Paid Time Off (PTO). Qualifying Employees receive an entitlement of days away from work with pay upon the completion of a 30 day Introductory Period. PTO days may be used for vacation, personal time, illness or time off to care for family or dependents. PTO must be scheduled at least five (5) days in advance and approved by your supervisor, except in the case of an illness or emergency. In the case of illness or emergency you are required to contact your immediate supervisor at least one (1) hour before your shift begins, if possible. Qualifying employees using extended PTO time (in excess of 3 days) ,must submit a request at least two weeks before the extended PTO. However, if used as sick time the employee must submit a doctor's release upon return to work. Your supervisor uses his/her discretion to approve PTO without advance notice.

PTO may not be taken the last week of the school year, or on scheduled in-service and/or training days, or immediately before or after holidays without supervisor's permission. See the school Director for specific annual blackout dates.

From their date of hire, all qualifying employees are eligible to earn up to ten (10) days of PTO during their scheduled work year. All 12-month qualifying employees are eligible after their first year to earn up to an additional five (5) days of PTO during their scheduled work year.

Each qualifying employee may carry over 15 days of accrued PTO into the next school year. Employees are responsible for monitoring their PTO over the course of the school year.

All qualifying employees will follow the "use it or lose it" policy. PTO in excess of 15 days not taken by the end of the school year will be lost.

PTO Exceptions:

Employees who miss more than three consecutive unscheduled days may be required to present a doctor's release to the supervisor that permits them to return to work. PTO taken in excess of the PTO accrued can result in disciplinary action up to and including employment termination. This time will be unpaid. Any exception to this policy must be granted by the employee's supervisor.

Under the Family and Medical Leave Act (FMLA) policy, all accrued PTO time is taken before the start of the unpaid FMLA time. Employees will not take any paid time off days while on FMLA leave or any other unpaid leave of absence.

In the event an employee has exhausted his/her PTO, any additional time off must be approved by the supervisor and will be taken without pay. Any employee who misses three consecutive days of work without notice to their supervisor may be considered to have voluntarily quit their job.

Upon the voluntary or involuntary termination of employment, employees will be paid their earned PTO based on their date of separation and their rate of pay. For purposes of calculating earned PTO for this purpose, earned PTO shall be calculated by multiplying the number of days of PTO for which the employee is eligible by the percentage of time worked for the year, together with any accrued PTO from prior years. For example, if an employee has worked 2 months of a 10 month work year, he shall be paid for 2 days of PTO for that school year, together with accrued days, if any.

PTO accrued prior to the start of a requested and approved unpaid leave of absence must be used to cover time missed before the start of the unpaid leave.

Earned PTO cannot be taken before it is accrued and approved.

Absences due to jury duty shall have no effect on a qualifying employee's PTO.

Holidays

Holidays, as defined by the board approved annual school calendar, are paid holidays only for PSCS qualifying employees. In addition, July 4th is a paid holiday for 12-month qualifying employees.

Unless otherwise provided in this policy, all qualifying PSCS employees will receive time off with pay at their normal base rate for each observed holiday. Qualifying employees on an unpaid leave of absence are ineligible for holiday benefits that accrue while on leave.

To qualify for holiday pay, all qualifying employees must work the last scheduled day before and the first scheduled day after the holiday unless the employee is absent for one of the following reasons:

- At the supervisor's request/approval
- Due to closure of schools because of inclement weather
- Due to sickness with a doctor's note verifying need for absence

- Following Jury Duty or Bereavement Leave
- Due to a previously scheduled and approved vacation