



Mountain Song Community School Paid Time Off (PTO) and Personal Leave Policy

PAID TIME OFF (PTO) POLICY

At the beginning of each school year, full time staff members shall be granted 72 hours (nine days) of leave. Part time employees at .5 FTE or greater shall receive a pro-rated number of hours based on their FTE status from their offer letter.

PTO may be used for the illness of the staff member; or for the illness or bereavement of the parents, children, siblings, grandchildren and grandparent of either the staff member or their spouse/domestic partner, or for personal and unavoidable reasons. Advance notice for use of any leave is requested when possible and should be documented as noted in the staff handbook. Unused PTO time will not be carried over to subsequent school years.

LEGAL LEAVE

Paid leave will be granted to employees for jury duty and legally required appearances in court per Colorado law up to 20 days. When legal leave is granted, employees shall return any stipends they might receive to MSCS.

UNPAID LEAVE

Unpaid leave may be granted by the Executive Director or Designee and will be reviewed on a case by case basis upon written request from an employee. Unpaid leave will typically be granted only when all paid leave and FMLA days are exhausted. The nature of the request and any extenuating circumstances will be considered in the decision to grant leave. Leave will only be granted up to 45 calendar days or less and must be reviewed for each additional increment requested by the employee. Appropriate documentation will be required for each increment of unpaid leave. An employee who is absent on a day or days that have not been approved for unpaid leave will be subject to disciplinary action up to and including termination. Unpaid leave is not protected leave and shall not imply any guarantee of a position of employment being held.

BEREAVEMENT LEAVE

Full Time and Part Time Employees are eligible for up to 3 workdays of paid leave to attend funerals and to handle end-of-life affairs for the death of an immediate family member. Immediate family members are defined as spouse, legal partner, parent, children, sister, brother, grandparent, grandchild, mother- or father-in-law, grandparent-in-law aunt, uncle, niece,

or nephew. Employees requesting more than three paid bereavement leave days are required to use their PTO.