



BULTUM ACADEMY

Sick and Safe Policy

Adopted: 04/24/2024

Paid Time Off (PTO)

Paid Time Off (PTO) provides you with the flexibility to manage and use your time off to meet your personal needs.

This paid leave can be used for vacations, school activities, personal appointments, emergencies and also for the following:

1. An employee's own:
 1. mental or physical illness, injury, or other health condition;
 2. need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or
 3. need for preventive medical or health care.
2. Care of a "family member" (defined below):
 1. with a mental or physical illness, injury, or other health condition;
 2. who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or other health condition; or
 3. who needs preventive medical or health care.
3. Absence due to domestic abuse, sexual assault, or stalking of the employee or employee's family member, provided the absence is to:
 1. seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking;
 2. obtain services from a victim service organization;
 3. obtain psychological or other counseling;
 4. seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault, or stalking; or
 5. seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking.
4. Closure of the employee's place of business due to weather or other public emergency or an employee's need to care for a family member whose school or place of care has been closed due to weather or other public emergency.
5. The employee's inability to work or telework because the employee is:

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1. prohibited from working by the employer due to health concerns related to the potential transmission of a communicable illness related to a public emergency; or
2. seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and such employee has been exposed to a communicable disease or the employee's employer has requested a test or diagnosis.
6. When it has been determined by the health authorities having jurisdiction or by a healthcare professional that the presence of the employee or family member of the employee in the community would jeopardize the health of others because of the exposure of the employee or family member of the employee to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

A “qualified family member” means:

1. an employee’s:
 1. child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis;
 2. spouse or registered domestic partner; or health condition;
 3. sibling, stepsibling, or foster sibling;
 4. biological, adoptive, or foster parent, stepparent, or a person who stood in loco parentis when the employee was a minor child;
 5. grandchild, foster grandchild, or step grandchild;
 6. grandparent or step grandparent;
 7. a child of a sibling of the employee;
 8. a sibling of the parents of the employee; or
 9. a child-in-law or sibling-in-law;
2. any of the family members listed in clause (1) of a spouse or registered domestic partner of the employee;
3. any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and
4. up to one individual annually designated by the employee.

The School may require you to use any available PTO during disability or any other leave of absence.

Employees will not accrue PTO time while you are on leave of absence or suspension by the School.

Employees will accumulate a specified amount of PTO each pay period according to the accrual schedule below on an annual basis on Aug 1.

PTO is not available to use until you have completed 80 hours of employment.

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Full-Time Employees Accrual Schedule

	Accrual schedule	Maximum Annual Accrual	Max Rollover & Accrual Amount
Full Time 30 hours per week and over	1.45 hour per 30 hours worked	72 hours	80 hours
Part Time Under 30 hours per week	1.45 hour per 30 hours worked	48 hours	80 hours

Although you may carry over unused PTO time from year to year, there is a cap on the amount of PTO time you can accrue. This encourages you to use your PTO and allows the School to manage its financial obligations responsibly. Once you reach your cap, you will not accrue any more PTO until you use some of the time in your account and drop below the cap. After your balance goes below the cap, you will begin accruing PTO again. However, you will not receive retroactive credit for time worked while you were at the cap limit. PTO accrual is capped at one- and one-half times your annual PTO accrual rate.

Temporary or Seasonal Employees Accrual Schedule

Temporary or seasonal employees will accrue one (1) hour of PTO for every 30 hours worked up to a maximum of 48 hours in a calendar year. Employees may use accrued time after 80 hours of employment and can carry over accrued PTO into the next year up to a maximum of 80 hours. PTO will not accrue above 80 hours at any time.

You are responsible for managing your PTO account. It is important that you plan ahead for how you will use it. This means developing a plan for taking your vacations, as well as doctor's appointments and personal business. It also means holding some time in "reserve" for the unexpected, such as emergencies and illnesses.

You are required to provide your Manager with reasonable advance notice and obtain approval prior to using PTO. This allows you and your Manager to prepare for your time off and ensure that all staffing needs are met. There may be occasions, such as sudden illness, when you cannot notify your Manager in advance. In those situations, you must inform your Manager of your circumstances as soon as possible. When an employee uses unplanned PTO for more than three consecutive days, the School may require reasonable documentation for the absences. You will be instructed how to report PTO use in Payroll reporting.

PTO is not paid out at the time of termination. If an employee is rehired within 180 days, any remaining earned PTO not paid out at the time of termination will be reinstated at that time. This PTO policy does not create a contract.

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