

Eligibility for leave is granted to employees as dictated by their contracts.

Personal and Sick Leave (PTO)

Brevard Academy- A Challenge Foundation Academy employees are granted Personal Time Off (PTO) as defined by their individual contracts. Personal days may be used for illness or the illness of a dependent family member, doctors' appointments, and general personal use. Request forms must be obtained from the front office/or online and should be filed with the administrative assistant at least two weeks in advance of the requested leave for planned absences.

Necessary additional leave may be granted to an employee for absences above annual PTO if approved by the School Director. Staff members who exceed their allotted PTO will have their salary reduced by an amount equivalent to their daily rate for the additional day(s).

PTO Transfer

Annual PTO days may be gifted/transferred to other employees at the discretion of the gifting employee.

Sick Bank/Medical Leave

BA-CFA, strives to recruit and retain exceptional staff members. The school recognizes that supporting employees as they balance career, childbirth, and untimely medical issues ultimately benefits the institution. Our goal is to create a community that supports employees and their families and regards family care concerns as legitimate and important.

With this goal in mind, BA-CFA will provide paid medical leave under an accumulated sick bank/ medical leave program. Employees will accumulate paid medical leave days under the following formula:

1. PTO days not used within the annual contract year may be carried over to the employee's sick bank at a maximum of five (5) per year.
2. A total of thirty (30) days may be accumulated within the employee's sick bank.
3. The sick bank shall ONLY be used for a doctor-documented medical leave of the employee, the employee's spouse, or employee's children while the employee is on active BA-CFA payroll. These may not be used in lieu of annual PTO.
4. The sick bank may be combined with unused PTO, as long as the sick bank leave is documented by a doctor.

5. If all or part of the 30 days is used for a documented medical leave, upon the employee's return to work, additional leave days may begin to accumulate at the same rate of a maximum of five (5) per year up to a total of 30 days in the employee's sick bank.
6. Sick bank days are not payable to employees upon separation of employment.

(See **policy BA-CFA 7391 Family Medical Leave Act** for additional information)

Bereavement Leave

Employees who need to take time off due to the death of an immediate family member should notify the *School Director and the administrative assistant* immediately. Up to three days of paid bereavement leave will be provided to employees. No paid bereavement leave is available to other employee classifications. This will not be deducted from PTO time.

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, stipends, or bonuses, or shift differentials.

Bereavement leave will be granted unless there are unusual business needs or staffing requirements. Employees may, with the School Director's approval, use any available paid leave for additional time off as necessary.

BA-CFA defines "immediate family" as the employee's spouse, parent, child, stepchild, sibling, mother/father-in-law, brother/sister-in-law, daughter/son-in-law, grandparents or grandchildren.

Military Leave

BA-CFA complies with the Uniformed Services Employment and Re-Employment Rights Act of 1994 (USERRA). BA-CFA will define all eligibilities, definitions and other conditions of military leave, employment and reemployment as those promulgated by the USERRA.