

Vanguard Academy

Policy Handbook

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11.8 Paid Leave Days (PLT) Paid Time Off (PTO) Policy

Purpose

This policy provides eligible employees with paid time off for rest, personal matters, or illness, promoting work-life balance.

Policy

~~This policy pertains to Vanguard Academy (Vanguard) employees who receive paid leave time off (PLT) as part of their employment contract. Vanguard employees may choose to cash out or rollover accrued PLT as outlined in Employee Contracts.~~

This policy applies to all full-time employees. Part-time and temporary employees are not eligible for PTO under this policy.

PTO Allowance by Years of Service:

Years of Service	PTO Days per Year
1st year	3 days
2 – 3 years	5 days
4 – 5 years	7 days
6 – 10 years	11 days
11+ years	16 days

PTO is granted annually at the start of the calendar year based on completed years of service.

PTO is separate from holiday pay.

If the employee is still employed by the end of the school year (June 30th), the employee may cash out unused PLT at their daily rate. A maximum of 10 days may be cashed out. The employee may also choose to roll over any unused PLT (up to 20 days) to the following academic work year.

~~Vanguard Academy provides three (3) weeks of paid parental leave and paid postpartum recovery leave to qualified employees as defined in Section 63A-17-511 for qualifying reasons listed in 53G-11-209.~~

~~During the time a qualified employee uses parental leave or postpartum recovery leave, the qualified employee shall continue to receive all employment related benefits and payments at the same level that the qualified employee received immediately before beginning the parental leave or postpartum leave, provided that the qualified employee pays any required employee contributions.~~