



## Quest Academy Employment Policies – Bereavement Leave, Comp Time, and Excessive Absences

### POLICY:

#### Bereavement Leave

1. One day paid bereavement leave following the death of a grandparent/step-grandparent.
2. Two days paid bereavement leave following the death of a parent/step-parent, sibling/step-sibling.
3. Three days paid bereavement leave following the death of a spouse or child/step-child.

#### Comp Time

Employees who are not exempt under the Fair Labor Standards Act must receive permission from the administration if their weekly hours worked will exceed forty (40). Such non-exempt employees may choose to earn comp time, as opposed to time and a half pay, if their weekly work hours exceed forty (40). Comp time is earned at a rate of 1 ½ hours for every hour worked over forty (40) in a week.

**Comp Time Accrual** – Comp time will be logged and initialed by the administration. An employee may not have a comp time balance that exceeds twenty (20) hours. The employee must ensure that any accrued comp time is used (a) prior to the end of the academic calendar year for employees who work only the calendar year and (b) prior to the beginning of the next school year for employees who work year round.

**Comp Time Use** – Accrued comp time must be used prior to an employee using paid time off (PTO) or leave without pay and must follow the school's leave request policy.

#### Excessive Absences

Consistency is critical to creating an optimal learning environment. Except for instances identified in the Family Medical Leave Act, and medical emergencies corroborated by a doctor, an employee should not have absences that exceed 5% of the days that school has been in session for that calendar year. For example, if school has been in session 50 days, an employee should not have been absent more than 2.5 days. Administration will take appropriate corrective action if an employee's absences become excessive.

Brandy Beckman - QA Board President

5-11-10

Date