



PTO/SICK LEAVE POLICY

(Approved by the Board of Trustees on March 8, 2023)

SCOPE

All employees of Golden Valley Charter Schools (GVCS) are eligible for Paid Time Off (PTO). Current and future sick leave will be applied in accordance with State and Federal law. Guest Teachers, Classified Subs and other “as needed” employees will earn 1 hour of Sick Leave for every 30 hours worked.

FMLA leave will run concurrently with any accrued PTO or Sick Leave.

All other leaves of absence commence upon an employee’s exhaustion of PTO and comp time if applicable. PTO may not be used during the waiting period determined by a government agency, such as Employment Development Department (EDD).

PTO

- PTO may be used for any reason. Employees may accumulate up to 160 hours.
- Employees may carry over unused PTO up to 80 hours at the end of each school year. Any hours not carried over will be paid out at the end of the fiscal year.
- Once any employee reaches their specified cap, they will no longer earn PTO until it is used below the stated cap.
- All full-time (37.5 hours per week) employees will be granted 7.5 hours of PTO per month, based on the number of months they work per school year
- All full-time (40 hours per week) will be granted 8 hours of PTO per month, based on the number of months they work per school year.
- Part-time employees will be granted PTO hours prorated, based on average hours worked per week (see Employee Handbook for specifics and examples).
- PTO may be advanced up to the amount earned with Executive Director’s approval.
- Upon separation from GVCS, any unused PTO will be paid to the employee in their final paycheck.
- Employees starting later in the year will be granted PTO time on a pro-rated basis.
- Prior to docking the employees pay, all PTO must be used.
- PTO is based on contracted hours at the beginning of the year/employment only. Additional hours submitted on a time sheet will not accrue PTO. Hours on a time sheet will only accrue Sick leave if needed to meet requirements of California Law.
- Once PTO is exhausted GVCS may require a verification for absences.
- Excessive unverified absences may be considered a negative performance issue.
- School days and pre-service/in-service days may not be Calendar non-workdays.
- Exempt employees must use PTO if taking a day off that is a scheduled school day or pre-service/in-service day. Any exceptions to this rule must be approved by the Executive Director prior to the scheduled day(s) off.

SICK LEAVE

California Law guarantees sick leave to all employees at the rate of 1 hour for every 30 hours worked. A PTO policy that meets or exceeds this limit is also permissible. Employees who do not earn PTO that complies with this law will receive sick leave at the rate required by law.

- An employee can take paid sick leave for employee’s own or a family member for the diagnosis, care or treatment of an existing health condition or preventive care or for specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking.
- GVCS may request medical verification for any sick leave used.
- Sick time can be accrued and carried over up to the cap of 48 hours.
- Sick leave is not paid out at time of employment termination. If you return to employment within 12 months, you may reclaim sick leave balance.
- Sick Leave accruals may change to comply with changes in California or Federal law.

How PTO hours are allotted and accumulated

Average hours worked per day	1+	2+	3+	4+	5+	6+	7.5+	8
PTO hours accrued each month	1	2	3	4	5	6	7	8
Yearly PTO hours 10-month EE	10	20	30	40	50	60	75	80
Yearly PTO hours 11-month EE	11	22	33	44	55	66	82.5	88
Yearly PTO hours 12-month EE	12	24	36	48	60	72	90	96
<i>Maximum Accrual: 160</i>								
<i>As of each May 31st each employee will be paid on all PTO hours more than 80 during the next pay cycle</i>								

Currently effective – subject to change by Board of Trustees

Golden Valley Charter School shall not discriminate against any employee on the basis of actual or perceived sex, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, age, gender, gender identity, gender expression, color, physical or mental disability, or any other basis prohibited by law. Any employee who has been the subject of discrimination or harassment may bring questions, concerns, and/or complaints to either the Principal or the Chair of the Board of Trustees.