

## 6107 Paid Time Off

1. Faculty:
  - a. Personal Leave
    - i. Full-time salaried employees receive seven (7) personal days off each year. Unused personal leave days may be carried over and accrued as sick days up to a total of 21 total sick days.
  - b. Sick leave may be used at any time, but only for that purpose (i.e. Sick leave is not considered in the same category as personal time off days. An employee has seven personal days off each year and may be used at their discretion (see below for exceptions). Any accrued sick leave days may only be used for that purpose.
2. Routine School Closures:
  - a. Faculty also receive paid time off for school breaks such as Spring break and Christmas break. Faculty must have grading complete and all Winterim preparations made before leaving for the Christmas holiday. Faculty are required to work five business days before school starts for students and five business days following graduation.
3. Administrative Salary Employees (Director, Asst. Director, Assessment Director,)
  - a. Personal Leave:
    - i. Full-time salaried administrative employees will receive twelve (12) personal days off each year. Personal leave will increase by three (3) days upon each five years of service up to eighteen (18) days. Unused personal leave days may be carried over and accrued as sick days up to a total of 21 total sick days. Sick leave may be used at any time, but only for that purpose (i.e. Sick leave is not considered in the same category as personal time off days. An employee has seven personal days off each year and may be used at their discretion (see below for exceptions). Any accrued sick leave days may only be used for that purpose.)
    - ii. Full-time salaried administrative employees receive paid time off during traditional school closures such as fall break, Christmas break and spring break, etc.
    - iii. Full-time salaried administrative employees are expected to work August 1 through June 30. The Director has the discretion to ask the administrative team to work in July; otherwise July is considered paid time off.

Approved 11.14.2023