



Benefits and Leave Policy

Policy Number: 4101

I. Policy

The Summit Academy Board of Trustees has established general guidelines for the extension of benefits and leave to employees

II. Definitions

- A. Full-time Employee: Any employee whose employment agreement requires a minimum of 40 hours of work per week during the school year.
- B. Day: The amount of time an employee's employment agreement requires in a 24-hour period. For example, if an employee is required to work 4 hours a day according to their employment agreement, then a day equals 4 hours.
- C. Immediate Family: Includes spouse, son, daughter, parents, son-in-law, daughter-in-law, parent-in-law, or a person who is residing in the employee's household at the time of the illness or death. Special circumstances may be appealed to the Principal for consideration of immediate family status.
- D. School Year: A total of no more than 180 teaching days, plus up to 6 additional in- service and/or testing days in a fiscal year. See the school calendar for the current year for additional details.
- E. Fiscal Year: July 1 through June 30
- F. Mid-term Employee: Any employee hired after a school year has started. Mid-term employees will receive leave on a prorated basis for the remainder of the school. Full- time mid-term employees are eligible for health insurance benefits the first of the month after 30 days from the date of hire.

III. Health Insurance Benefits

Insurance benefits are available to all full-time Summit Academy Schools employees. Benefits are subject to change and benefit documentation will be distributed to all employees at the beginning of each school year.

IV. Salary and Wages

Pay increases will be determined on an annual basis pending state legislative funding and merit.

V. Retirement Benefits

Summit Academy Schools participates in Utah Retirement Systems. For those employees who are eligible according to URS rules, a non-contributory public employee retirement program that includes a pension plan and/or a 401(k) employer contribution occurring each payday. Contribution rates are set by Utah Retirement Systems and subject to change on an annual basis from time to time.

VI. Life Insurance

Summit Academy offers a \$25,000 life insurance policy to those employees who receive URS benefits at no cost to the employee. Options available to purchase additional coverage for self, spouse, and children.



VII. Personal / Sick Leave

Full-time employees of Summit Academy Schools will receive 3 days of paid personal / 7 days paid sick leave per school year. Part-time certified employees will receive prorated paid personal/sick leave based on the work hours outline in their employment agreement. Full-time employees who work a 12-month schedule will receive 15 days of paid personal / 12 days paid sick leave due to their extended work schedule. Mid-term employees will receive prorated personal / sick leave based on the days remaining in the school year.

Using Personal / Sick Leave

Except in unusual circumstances, or unexpected illness or injury, prior notification must be given to the immediate supervisor at least one day in advance. **Employees shall complete an Absence Request Form, which is approved by Administration, in order to receive full pay for work missed.**

Personal leave may only be taken the day before or after a school holiday or during the first five days and last five days that students are in school for the following reasons.

- Observance of religious holidays which fall on a regularly scheduled school calendar workday
- Weddings of immediate family
- Graduations of immediate family
- Required court appearances
- Funerals for a death not covered by bereavement leave
- Conferences and conventions which relate to the individual employee's work assignment and are not covered by professional leave

Employees who take leave the **day before and / or the day** after any scheduled school holiday may be required to pay for a substitute.

Employees may accrue a maximum of 1.5 times their total annual accrue.

- 184-186 calendar = 7 days x 1.5 with a cap of 10.5
- 220 calendar = 7 days x 1.5 with a cap of 10.5
- 261 calendar = 12 days x 1.5 with a cap of 18

Notification of Absence

Employees are required to notify Administration as soon as they know that they will be absent from work and to give appropriate assistance in finding a substitute to cover the absence(s).

Unpaid Leave

Employees are discouraged from taking additional personal / sick leave over the allotted time given per job type. When employees exceed their allotted personal / sick days, additional days requested will be classified as unpaid leave.

Pandemic Guidelines

In the case of a pandemic or other outbreak of a highly communicable disease, exceptions to the Benefits and Leave Policy will be made so the employee will not be penalized for remaining home due to illness. This exception is made in order to encourage staff to remain home when ill and will be made at the discretion of the employee's supervisor.



VIII. Bereavement Leave

In the event of a death in the immediate family, an employee may be granted bereavement leave according to the following guidelines.

- Employees may be granted up to 5 days bereavement leave without pay deduction in the event of the death of a spouse or child.
- Employees may be granted up to 3 days bereavement leave without pay deduction in the event of the death of any other immediate family member.
- Two additional days of bereavement leave may be granted if travel time is needed. Travel must be in excess of 350 miles one way to qualify for additional days. Employees must provide travel verification to their immediate supervisor.
- If the death of an employee's mother or father results in the loss of the only remaining parent, by 3 additional personal leave days may be taken to deal with estate issues. The 3 additional days must be taken within one calendar year of the parent's death.

IX. Long Term Leave

Long-term leave is defined as unpaid leave granted for pregnancy, post-childbirth maternity or paternity, adoption, an employee's long-term illness, or any other circumstance required by law.

In accordance with the Family Medical Leave Act (FMLA):

- The school may require certification from a qualified medical professional to confirm the reason for leave and/or verify the employee's ability to return to work.
- Eligible employees may receive up to 12 consecutive weeks of leave, or longer if required by law.
- This leave is available only to full-time employees who have completed at least one full school year of employment with Summit Academy Schools.
- Employees must provide at least 30 days' advance written notice when the need for leave is foreseeable.

Summit Academy offers two additional leave options (Parental Leave and Postpartum Leave), each lasting three weeks. These require a 30-day written notice and are designed to work in coordination with FMLA.

A. Parental Leave

Eligibility:

- Must be eligible for retirement benefits (licensed employees working 20+ hours per week or classified employees working 38+ hours per week).
- Must be one of the following:
 - The biological parent of the child
 - The spouse of the birth giver
 - An adoptive parent, foster parent, or legal guardian

Additional Guidelines:

- Leave cannot begin before the child's birth/adoption or extend beyond 6 months after.
- Runs concurrently with FMLA (employees may not take 12 weeks of FMLA plus an additional 3 weeks of parental leave).
- Runs consecutively with postpartum leave (if applicable).



B. Postpartum Leave

Eligibility:

- Must be eligible for retirement benefits (licensed employees working 20+ hours per week or classified employees working 38+ hours per week).
- Must be one of the following:
 - The biological parent of the child
 - The spouse of the birth giver
 - An adoptive parent, foster parent, or legal guardian

Additional Guidelines:

- Leave cannot begin before the child's birth/adoption or extend beyond 6 months after.
- Runs concurrently with FMLA (employees may not take 12 weeks of FMLA plus an additional 3 weeks of parental leave).
- Runs consecutively with parental leave (if applicable).

X. Jury or Witness Duty

Employees are required to provide the Principal with copies of court notices or subpoenas as soon as possible after receiving such notification. Summit Academy Schools will pay an employee an equivalent to their regular pay during the jury or witness leave period.

XI. Military Leave

Any full-time employee who is a member of a reserve component of the armed forces of the United States, and pursuant to military orders enters federal or state active duty, active duty for training, or inactive duty training, shall, upon written request, be granted a leave of absence from employment for a period not to exceed five (5) years.

XII. References

Family Medical Leave Act (FMLA)

XIII. Attachments

N/A

XIV. Revision History and Approval Date

Version 1: July 2007: Effective

Version 2: November 2015: Updated

Version 3: July 16, 2020: Updated Personal / Sick Leave and added Pandemic Guidelines in section VI

Version 4: August 19, 2021: Added Unpaid Leave in section VI

Version 5: 3March2022: Update Leave time with rollover time.

Version 6: 18August2022: Added Life insurance.

Version 7: 15September2025: Update to Long Term Leave