

Personal Time Off (PTO)

Brevard Academy- A Challenge Foundation Academy employees are granted Personal Time Off (PTO). Personal days may be used for illness or the illness of a dependent family member, doctors' appointments, and general personal use. Requests to use PTO are made in accordance with regular employee practices. PTO days/hours are not payable to employees upon separation of employment.

Necessary additional leave may be granted to an employee for absences above annual PTO if approved by the School Director. Staff members who exceed their allotted PTO will have their salary reduced by an amount equivalent to their daily rate for the additional day(s).

Monthly PTO Accrual Rates\* Based on the NC Public Schools Benefits and Employment Policy Manual revised 2022.

Years of School Service at Brevard Academy	Full-Time Employee Monthly Accrual Rates (Based on months employed)
Less than 5 years	8 hours/month
5 but less than 10 years	11 hours/month
10 but less than 15 years	13 hours/month
15 but less than 20 years	15 hours/month
20 years or more	17 hours/month

**Employee Contracts**

- Leave is accrued by full-time employees based on the number of months they work as defined by the employee's contract.
- Contracts will state the years of service with Brevard Academy in order to determine the number of PTO hours/days an employee accrues monthly.

**PTO Transfer/Donation**

- Annual PTO days may be transferred/donated to other employees at the discretion of the gifting employee.
- Unused transferred/donated leave does not roll into the receiving employee's sick bank for retirement purposes. Unused leave is transferred back to the gifting employee.

**Sick Bank/Medical Leave**

BA-CFA strives to recruit and retain exceptional staff members. The school recognizes that supporting employees as they balance careers, childbirth, and untimely medical issues ultimately benefits the institution. Our goal is to create a community that supports employees and their families and regards family care concerns as legitimate and important.

With this goal in mind, BA-CFA will provide paid medical leave under an accumulated sick bank/ medical leave program. Employees will accumulate paid medical leave days under the following criteria:

1. PTO days not used within the annual contract year will be carried over to the employee's sick bank.
2. The sick bank shall ONLY be used for a doctor-documented medical leave of the employee, the employee's spouse, or the employee's children while the employee is on active BA-CFA payroll. These may not be used in lieu of annual PTO.
3. The sick bank may be combined with unused PTO, as long as the sick bank leave is documented by a doctor.
4. There is no limit to the number of days/hours that an employee can accrue while employed by Brevard Academy.
5. Sick bank days may be used as needed based on the conditions above.
6. Sick bank days are not payable to employees upon separation of employment.

(See **policy BA-CFA 7391 Family Medical Leave Act** for additional information)

**Accounting**

- The school will calculate the number of hours an employee has in his/her Sick Bank annually.
- It is the responsibility of the employee to check that these numbers are correct each year. Working with the employee, Brevard Academy will ensure that the number of Sick Bank/Medical Leave hours is correct.

**Leave from other NC LEAs or PSUs**

Brevard Academy can recognize accumulated leave from other LEAs or PSUs (Public School Units) at the discretion of the School Director and the approval of the Board of Directors. However, the state of North Carolina does not allow such leave to count toward an employee's years of service at retirement.