

Sylvan Heights Science Charter School

Policy Number: 336.1

Policy Title: Paid Time Off

Approved: November 16, 2020

Revised:

Authority

The Board of Trustees (Board) has the authority to specify reasonable conditions, under which paid time off (PTO), bereavement leave, and jury duty may be granted, the type of situations in which such leaves will be permitted, and the total number of days that may be used by an employee in any school year for such leaves.

Guidelines

The Principal/CAO or designee shall develop administrative regulations to implement this policy.

PTO:

PTO provides regular full-time employees with an entitlement of days away from work with pay. PTO days may be used for vacation, personal time, illness, or time off to care for family or dependents.

Administrative, professional, and support employees shall be granted paid time off in accordance with the terms of an individual contract.

Jury Duty:

When an employee is notified of jury duty, s/he shall inform the immediate supervisor.

Employees called for jury duty shall normally be permitted to serve and will not be penalized in any way. They shall receive normal pay for the period of jury duty, but any compensation received from jury duty in excess of actual expenses shall be credited against such pay.

Legal

24 P.S. 1716-A

24 P.S. 1724-A

42 Pa. C.S.A. 4563