

Personal Leave

Heritage Academy does not participate in the State Personal Leave Program or provide or recognize “State Days”; therefore, accumulated state personal leave days from other Texas School Districts or public schools cannot be transferred in or out of the Heritage Academy system.

Summer Vacation Time

Campus administrative staff are entitled to three weeks of summer vacation. Campus administrative staff must stagger their vacation time to ensure that the campus remains open for business during the summer.

Corporate staff members are entitled to two weeks of summer vacation. Approval of corporate staff vacation dates is contingent on organizational need. Conflicting dates may have to be modified. Therefore, we ask all staff members to be flexible and prepared with alternate dates if necessary.

Campus administrative staff and corporate staff members who begin work after January 1 of the school year will be entitled to one week of summer vacation prorated based on the date of employment.

Local Personal Leave

Heritage Academy grants all employees five local leave days annually. The Superintendent shall adopt procedures to implement and control Local Leave benefits.

Medical Certification

Any employee who is absent more than three days because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and – in the case of personal illness – the employee’s fitness to return to work.

Forfeiture of Leave

Vacation Time and Local Personal Leave are forfeited upon resignation, retirement, or termination from employment.

Medical Leave

Employees who have successfully completed 30 days of employment with Heritage Academy are eligible to request a Medical Leave of Absence for a medically verifiable illness, as defined as a serious health condition under FMLA for the Employee, Spouse, Children or Parents. A Medical Leave of Absence is a discretionary leave available to

employees who are not eligible for Family and Medical Leave or have exhausted their Family and Medical Leave. This leave may be available for parental child bonding.

An employee who wishes to pursue a Medical Leave of Absence is required to contact the Benefits Department to request a leave packet and:

- Complete the Medical Leave Request and submit to the Benefit Department within 5 business days;
- Have Health Care Provider complete the Medical Certification and return it to the Benefit Department within 5 business days; and
- Comply with any further requirements related to the leave as communicated by the Benefit Department.

A Medical Leave of Absence may be taken, if approved, for a continuous minimum of 5 days and a maximum of six weeks (30 workdays) during any rolling 12-month period. Employees requesting a Medical Leave of Absence must submit a Medical Leave of Absence Request and Medical Certification to the Benefits Department at least 30 days in advance for any leave that is foreseeable. If the employee cannot provide a 30-day notice, they are responsible for providing as much notice as possible.

While employee is on A Medical Leave of Absence, Heritage Academy will continue group health plan coverage. The employee is responsible for mailing or delivering payments for their benefits coverage to Heritage Academy's Benefits Department. Employees are required to use any available leave time concurrently with an approved Medical Leave.

Heritage Academy will consider an employee on a Medical Leave of Absence to have voluntarily resigned if:

- The employee fails to return to work within the required time under the job abandonment policy; or
- The employee accepts other employment during the leave.

If the Medical Leave of Absence is denied, the employee will be required to work his or her scheduled shift, unless paid leave is requested and approved. All non-approved time missed from work will be managed under the Attendance and Punctuality policy.

Personal Unique Circumstances Leave

Employees who have successfully completed 30 days of service with Heritage Academy are eligible to request a Personal Unique Circumstances Leave. A Personal Unique Circumstance Leave is a discretionary leave that may be granted in the event of critical

personal situation as defined below. Unique circumstance is defined below but not limited to:

- Victims of criminal acts (vandalism, robbery, burglary, domestic violence)
- Victims of natural disasters
- Victims of serious property damage

Heritage Academy may grant leave under Personal Unique Circumstances Leave for unique or extraordinary reasons that may not apply to the other types of leaves of absence if, as with all other types of leaves of absences, the maximum amount of leave time has not been used.

Personal Unique Circumstances Leave may be taken, if approved, for a minimum of 5 days and a maximum of 30 days. The maximum amount of time that can be granted for Personal Unique Circumstances Leave is 30 days in any rolling 12-month period.

The employee will be required to complete the Personal Unique Circumstances Leave Request and provide documentation supporting the situation. The supporting documentation is required to be submitted to Benefits within 5 business days of request.

Employees are required to use any available paid leave concurrently with approved Personal Unique Circumstances Leave.

Heritage Academy will consider an employee on a Personal Unique Circumstances Leave of Absence to have voluntarily resigned if:

- The employee fails to return to work within the required time under the job abandonment policy;
- The employee accepts other employment during the leave.

If the Personal Unique Circumstance Leave is denied, the employee will be required to work his or her scheduled shift, unless paid leave is requested and approved. All non-approved time missed will be managed under the Attendance and Punctuality Policy.

Bereavement Leave

Heritage Academy provides full-time employees three days of paid time off for each loss of an immediate family member. The following is a list of family members: spouse, parents, children, siblings, spouse's siblings, grandparents, grandchildren, father-in-law, mother-in-law, daughter-in-law, and son-in-law. Stepfamily and adopted family members will follow the same list. Upon returning to work, provide a copy of the death announcement or funeral service program showing the relationship to the deceased. If the obituary or program from the service does not list, the employee's relationship to the deceased then other documents can be used to trace the relationship.

Religious Observances

An employee requesting to attend a religious observance on a regularly scheduled school day may use Personal Leave. In the event that all Personal Leave has been used, deductions from the employee's salary shall be made on the basis of the employee's daily rate of pay.

Jury Duty and Time Off to Vote

Heritage Academy encourages employees to fulfill their civic responsibilities by participating in jury duty and elections. Employees should request time off to vote and to answer a jury summons. Employees who are called to serve on jury duty or serve as a witness in answer to a subpoena or other court order (unless the proceeding involves a personal or family matter), will be provided unpaid time off. This time off will not be charged against the employees leave time.

Other Court Appearances

Absences for court appearances related to an employee's personal business must be taken as personal leave or leave without pay (if no personal leave is available). Employees may be required to submit documentation of their need for leave for court appearances.

Absent Without Pay

An employee absent from work must use available paid leave benefits before the employee may be absent without pay.

Fraudulent Use of Leave

Employees who attempt to use leave days fraudulently for unauthorized purposes maybe subject to disciplinary action, up to and including termination of employment.