ST. JOSEPH ACADEMY
(SJA)

Department:	Human Resources
Number:	300.18
Effective Date:	06/26/2025
Review Date:	07/07/2026
Revised Date:	07/07/2026
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Policy:

Paid Time Off (available to all benefit eligible employees .5 FTE and above) is a plan designed to provide employees with greater flexibility in scheduling paid time off from work. The type of Paid Time Off available is dependent on an employee's role at St. Joseph Academy (see below: PTO or Personal/Sick Days)

All time off requests must be made in advance and approved by their supervisor (please see your supervisor for department specific time-lines). Such approval will be based on the needs of the organization and time off dates already approved for other employees. Time off requests are considered on a first come first served basis. Failure to provide and receive advance notice may subject the employee to disciplinary action in accordance with the Attendance Policy.

Time off is requested through the web-based Time Clock (Paylocity). PTO will be taken in minimum increments of .5 hour (30 minutes). Personal Days will be taken in minimum increments of 4 hours. Employees will be required to use Paid Time Off when requesting time away from work in lieu of taking time off without pay, except when dictated by law. Limited Exception – Department Closures: The only exception to this requirement applies during scheduled closures of the Academy or ECEC department (e.g., Christmas break, spring break, Easter closures). During these designated closure periods, employees may, with manager approval:Use available PTO; Elect to take the time unpaid; or Report to work if work or projects are assigned by their manager. Outside of these designated closure periods, all time away from work must be covered by available PTO in accordance with this policy. No additional exceptions apply. If employees have no hours in their bank and request time off without pay, this time off is to be granted at the discretion of their supervisor, if the needs of SJA will permit, unless otherwise permitted under State/Federal family and medical leave laws.

Pay in lieu of Paid Time Off is not allowed unless the employee is retiring, terminating, or has a change to an ineligible status. The employee must have completed 6 months of employment as of their last day of work and must have provided and worked *through* the required resignation period (i.e., 2 weeks for hourly employees and 4 weeks for salaried employees). Paid Time Off will be paid out at the employee's current base rate of pay up to the maximum balance, and will be paid out after all hours worked are paid (after the last paycheck). In the event of an employee's death, any remaining PTO payout will be issued to the designated beneficiaries on file or, if no beneficiaries are listed, to the bank account on file.

There is a cap on the amount of paid time off you can accumulate, as well as how many days you may carry over year–to-year (80 hours for full-time, 40 hours for part-time). This encourages you to use your paid time off and allows the company to manage its financial obligations responsibly. Once you reach your cap, you will not accumulate any more paid time off until you use some of the time in your account and drop below the cap. After your balance goes below the cap, you will begin accruing paid time off again. However, you will not receive retroactive credit for time worked while you were at the cap limit. Each employee may carry 10 days (or equivalent in hours dependent on FTE) of accrued paid time off over into the new fiscal year, which begins 7/1 of each year. Employees are responsible for monitoring and taking their paid time off.

PTO (Administrative and Non-Certified Staff)

PTO combines vacation days, personal days, and sick days into one unified account. With supervisory approval, PTO hours may be taken for any reason, other than holidays. PTO starts accruing on the first day of employment. The employee is eligible to use this time after successful completion of 90 days of employment.

PTO Accrual Rate:

0 – 4 Years	.05769 hour for every hour paid, excluding overtime (up to 15 days per year for full time). Maximum accrual of 240 hours prior to carry over rule
5 – 9 Years	.07692 hour for every hour paid, excluding overtime (up to 20 days per year for full time). Maximum accrual of 280 hours prior to carry over rule
10-19 Years	.09615 hour for every hour paid, excluding overtime (up to 25 days per year for full time). Maximum accrual of 320 hours prior to carry over rule
20+ Years	.10385 hour for every hour paid, excluding overtime (up to 27 days per year for full time). Maximum accrual of 340 hours prior to carry over rule

(Salaried Administrative employees: See Human Resources for Accrual Rates)

PERSONAL/SICK DAYS (School Teachers)

Vacation and holidays are built-in to provide School Teachers with paid time off from work when school is not in session. The School Year Calendar will denote the dates the school is closed. The School will automatically pay the employee for the appropriate days based off of the normal work schedule. Separate Personal and Sick Days are deposited in the School Teacher's bank on August 1 of each year.

PERSONAL DAYS

Personal Days is a plan designed to provide school employees with some flexibility and paid time off from work when school is in session and time off is needed. Employees will earn Personal Days at the start of Employment and will renew each August for the new School Year. A Personal Day is pro-rated based off the employee's normal work schedule (i.e. 8 hours, 7.5 hours, or 4 hours). Personal days may be used for any personal reason (unless other benefits apply i.e. Funeral Leave). Unused Personal Days will roll-over from year to year, but not to exceed a maximum of number of hours per the schedule below.

Personal Day Schedule:

Length of Employment	Personal Days per Year	Maximum # of Hours Allowed to Accumulate
1 through 4 years	3	80 (10 days)
5 through 9 years	5	80 (10 days)
10 plus years	7	80 (10 days)

SICK DAYS

3 Sick Days will be deposited in to the School Teacher's bank on or about August 1 of each year. Unused Sick Days do not roll over and will be deleted from the employee's bank at the end of each school year.

PANDEMIC/OUTBREAK

In an effort to ensure the safety of our students, employees, and families at St. Joseph Academy during a pandemic/outbreak, certain parameters will be taken. Should an employee travel domestically (within 75 miles of their home) or internationally during a State of WI or National pandemic/outbreak, they will be asked to self-quarantine for the duration set by CDC guidelines. If the employee is not permitted to work from home, any PTO in the employees balance will automatically be used during the two-week self-quarantine period.

- Seasonal employees are not eligible for PTO.
- Seasonal employees are not eligible for the Floating Holiday.
- Seasonal employees are not eligible for Holiday pay.

Approved by: Tabia Dano Date 7/9/2024
President/CEO