



# Official Procedure of Ogden Preparatory Academy

## 6. Human Resources

### 6.07.PRC.1 Personal Time Off Procedures

Effective/Revision Date: 03/06/2018

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## Personal Time Off Procedures

First, we want you to know that we appreciate all you do for our school. Many go above and beyond their contract hours<sup>1</sup> to prepare for their classes and other responsibilities. Some arrive early, some leave late and some take work home. We recognize this effort, and we thank you for it. There are some great things happening at our school as a result of the great people employed here.

Second, we understand that there are things that need to be taken care of during the work day, such as doctor appointments, family administrative details, etc.. We appreciate efforts to make these appointments outside the school calendar days and outside time with students. PTO is provided as part of OPA's Benefit Package to give some flexibility to contract time; however, it is not our intent to micromanage the coming and going of employees.

### Procedures:

1. Absence requiring a substitute
  - a. If you are going to be gone from a class where a substitute needs to be arranged, please complete an Absence Request Form. Please give the Secretaries as much time as possible to arrange for coverage.
2. Absence **not** requiring a substitute (this may include having a colleague cover your class for a few<sup>2</sup> minutes)
  - a. If you are going to be gone for a short<sup>3</sup> amount of time during contract time:
    - i. Arriving late or leaving early
      1. *Examples:*
        - a. *Leaving early for an appointment.*
        - b. *Arriving late due to an emergency.*

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<sup>1</sup> 7:45 am to 4:00 pm, 4:30 on Wednesdays

<sup>2</sup> Few: No more than 15 minutes

<sup>3</sup> Short: About an hour or less

2. Notify Admin; best option: email Amie and Debbie. If you are notifying admin verbally, please follow up with a written confirmation (we can't remember everything).
  3. Please notify any other parties affected, including secretaries.
  4. Sign out in the Teacher log, if leaving.
- ii. Leaving and returning during the day
    1. *Examples:*
      - a. *Leaving during prep time to run an errand.*
      - b. *Leaving campus for lunch.*
    2. Sign out in the Teacher's log, notifying, at a minimum, a secretary.
  - b. If you are going to be gone for a longer<sup>4</sup> amount of time
    - i. Unexpected: Notify administration, then complete an Absence Request Form (before or after the absence).
    - ii. Expected: Complete an Absence Request Form prior to leaving.
  - c. If you will be missing a scheduled meeting or professional development, please fill out an absence request form regardless of the amount of time you will be missing.
3. Extreme emergencies<sup>5</sup>, notify admin or a secretary as you depart, and we will sort things out when you return.
  4. Bereavement
    - a. Employees are given up to 3 days time off for an immediate family member's death.
    - b. Fill out an Absence Request Form, write Bereavement or Funeral or a similar description indicating the purpose of your absence on the form.
    - c. Your absence will be logged; however, your PTO will not be charged.

While we want to offer some flexibility to you as professionals, this is not intended to be permission to arrive late and/or leave early on a regular basis. Amie will have conversations with those who choose to abuse this gift.

We understand there is some gray area with these procedures as we can't anticipate all scenarios. If you have specific questions, please ask for clarification.

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<sup>4</sup> Longer: more than about an hour

<sup>5</sup> Extreme emergency: you are running from the building with no time to spare.

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Document History

Approved: 11/06/2017

Revised: 03/06/2018 *Added language for missing meetings and PD.*

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