



# Ka'Umeke Kā'eo

Hawaiian Immersion Public Charter School

I N K E A U K A H A

## Employee Leave Policy

<b>Category:</b> Employment, Benefits, and Workplace	<b>Policy Description:</b> Accrual of leave time for all Ka 'Umeke employees; 10-month & 12-month employees
<b>Approved Date:</b> 10/24/2013	<b>Replaces Policy Dated:</b> 12/1/2009
<b>Effective Date:</b> 10/24/2013	<b>Created By:</b> Mikihala Mahi, Mālama Limahana (Human Resources Manager)

### PURPOSE:

Ka 'Umeke Kā'eo (K'UK) understands that all employees need to take time off when they are sick or need attend to personal matters. This policy is enacted in order to ensure that employees receive the appropriate amount of leave time necessary to take care of themselves while ensuring that K'UK can function and meet its professional obligations.

### DEFINITIONS:

- Certificated employees are instructors or teachers.
- Classified employees are all other non-instructional employees.
- Personal leave is time off from work that can be used to attend to personal matters.
- Sick leave is time granted due to illness.
- Ten-month employees are scheduled to work when school is in session (July-June).
- Twelve-month employees work throughout the year (January-December) and do not observe summer, fall or winter breaks.
- Vacation time is time accrued by a 12-month employee that can be used for personal activities.

### POLICY:

K'UK will adopt the State leave policy for all employees according to 10-month and 12-month position status.

A 10-month employee earns a total of 144 hours (18 days) of Sick Leave according to the school calendar year, July-June. These hours are earned "up front" for the school year. Twenty-four hours (3 days) of this Sick Leave can be used for Personal Leave. When



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they report a substantial amount of days at the beginning of the school year, they are credited with their sick leave earned. Any Leave Without Pay (LWOP) or resignation/termination before completion of the school year is considered working days missed and leave days/hours earned will be adjusted at the end of the school year. Please refer to "10-month Sick Leave Table." If any employee exhausts their sick leave balance, they must report LWOP. A negative balance is not allowed. Adjustments to payroll may be necessary if not already done so at the time LWOP was taken.

Upon termination, layoff or voluntary termination of employment, any sick leave balance will be transferred to your Employees' Retirement System (ERS) account towards retirement.

A 12-month employee leave is calculated at the end of each month. A 12-month employee can earn a maximum of 14 hours of vacation and sick leave a month, according to the calendar year (January-December). Vacation and Sick leave earned in the current month can be used in the next month. Any LWOP will decrease the amount of sick and vacation leave you can earn within the month. Please refer to "12-month Leave Table."

For the first two years of service, employee is allowed to retain all vacation leave earned. After two years of service, the employee is only allowed to carry forward 15 (120 hours) of vacation leave earned. If employee has not used the required 6 days (48 hours), the remainder shall be forfeited. Employees are also allowed to accumulate a maximum of 720.00 hours of vacation leave. Balance in excess of 720.00 hours will be forfeited.

Upon termination, layoff or voluntary termination of employment, any sick leave balance will be transferred to your ERS account towards retirement. Any vacation leave balance will be paid out with your final paycheck.

Employees are only allowed to use leave already accrued. Leave cannot be taken for time that you have not yet earned. Negative balances are not allowed.

### **APPLICABLE PROCEDURES:**

All employees are required to complete a Form G-1 (Classified) or DOE OHR 300-001 (Certificated) Application for Leave of Absence Form and receive approval from the Principal prior to a leave date.



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An employee must notify his/her immediate supervisor/teacher and the Human Resources Manager as soon as possible if they are unable to attend work due to an illness or injury by phone, email or in person. Upon return to work, the employee must complete a Form G-1 or DOE OHR 300-001 form. Doctor notes are required after 3 days of being out for any medical or illness reason.

The Principal may deny leave request at which employee must report to work or will need to report a LWOP.

Upon approval of requests, leave accounting will be reported on the Employee's Electronic Form 7 by the HR manager. All documentation regarding leave will be kept in the employee's leave file.

#### **OTHER RELATED INFORMATION:**

Please refer to "Employee Leave Tables" for "10-month Sick Leave Table" and "12-Month Leave Table"

Leave Paper Work

- Form DOE, G-1 Application for Leave of Absence (Rev 3/99)
- Form DOE OHR 300-001 Application for Leave of Absence Certificated School-Level Employees (Rev 1/1/11)