

Nevada Outdoor School

Holiday/Vacation, Sick and Other Personal Time-Off (PTO) Policy for Part Time Staff

1. EARNED LEAVE, HOLIDAYS and COMPENSATORY TIME

Personal Leave

NOS Part Time Staff (working approximately 20 -24 hours per week) earns 3 hours of leave per pay period for the first and second year of part time employment (total of 72 hours a year), 3.5 hours per pay period for the third, fourth and fifth years (a total of 84 hours a year) and 4 hours for the 6th year and beyond (a total of 96 hours a year). This leave is provided for scheduled vacation time-off, sick leave use and time-off for other personal needs. Employees will be permitted to carry over a maximum of 20 hours of PTO each calendar year.

(PTO and Comp time earned and used will be tracked each pay period by the Executive Director and/or Director of Finance and will be shown on employee timesheets).

Public Holidays

In addition to Personal Leave, employees will receive 18 public holidays each year. These days will be the 10 officially designated Federal Holidays, plus an additional 4 days to include the entire week of the Thanksgiving Holiday and an additional 4 days to include the week between Christmas Day and New Years Day. There will be an office vote each year to decide if the October Federal Holiday of Columbus Day will be observed or if Nevada Day will be observed instead.

Compensatory Time

Part-time staff members who are scheduled to work 20-24 hrs a week, are given the opportunity to accrue compensatory time (comp time) for work beyond 8 hours a day and/or 20 to 24 hours a week (depending on work schedule). Comp time must be approved in writing (form available on the shared drives at the NOS office) by a supervisor before being incurred unless circumstances preclude prior approval in which case the supervisor may concur after the fact when justified. All comp time earned and used should be documented on timesheets. Comp time earned and accumulated may not exceed at any time 20 hours total. Comp time will be reset to zero at the beginning of each calendar year.

Comp time is earned 1 hour for 1 hour after working over 20- 24 hrs a week (depending on work schedule).

2. LEAVE USE POLICIES

Minimum Time Used

All PTO time used by salaried NOS staff in the circumstances below must be in minimum increments of half-day (4 hours). Comp may be used hour by hour.

Scheduling Vacations

Nevada Outdoor School will attempt to grant all staff member's vacation at the time they desire to take it. However, Nevada Outdoor School must maintain adequate staffing at all times. Therefore, vacations must be scheduled in advance and with prior written approval. Written approval must be obtained and documented in the personnel file for leave to be granted. A leave approval form can be found on the shared drive in the NOS office.

Where conflicts develop, they will be resolved as fairly as possible. At the sole discretion of the Executive Director, preference will be considered for the more senior employee, need or the earliest request.

Sick Leave

All staff members are required to notify their supervisor as soon as possible if they will miss a part or all of a work day due to illness. If no one is available, a message describing the situation must be left. If the sickness is an emergency and hospitalization occurs the staff member must contact NOS as soon as possible. Leave for routine medical appointments or treatments should be scheduled and approved in advance. Either accrued vacation or earned comp time may be utilized for sick leave absences.

Compensatory Time

Before scheduling the use of comp time, the employee must obtain approval. Requests for more than one day should be made in writing not less than 10 days in advance of the requested dates.

Religious Holidays

Nevada Outdoor School recognizes that there may be religious holidays (other than those already designated at holidays) that employees would like to observe. It may be possible to arrange these holidays as scheduled personal time off or authorized absences without pay if the employee does not have accrued leave. Requests for PTO/ use of a Public Holiday to observe religious holidays should be made in writing and approved by a supervisor.

Funeral Leave Policy

The purpose of funeral leave is to provide employees with time to attend the funeral of a member of their family and to handle personal affairs without disrupting income. All full and part time staff members are eligible to take up to 3 days of paid time off without using PTO for an immediate family member's death or funeral and up to 5 days total by using PTO or leave without pay. Up to 5 days PTO time may be used for extended family funerals or if there is no PTO accrued, leave without pay may also be granted. Immediate family member is defined as current spouse, children (including step children), parents (including step parents), grandparents, brothers and sisters. "Spouse" means those employees having a legal marital relationship or a recognized long-term shared living quarters relationship.

3. LEAVE WITHOUT PAY.

An employee without adequate earned leave or comp time may be granted leave without pay at the sole discretion of the Executive Director. It is not NOS's general policy to grant leave without pay absences and such leaves will be granted only under unusual circumstances.

It is the employee's responsibility to return to work on the date the leave of absence expires. Should the employee fail to return and fail to notify Nevada Outdoor School of a request for an extension, we will assume that the employee does not intend to rejoin the company and will consider the employee to have resigned from employment. A request for extension of a leave of absence must be in writing with an explanation of the reasons for the requested extension and must be received at least five working days prior to the expiration of the leave already granted. And may be approved by the Executive Director at their sole discretion

4. JURY DUTY POLICY

Paid Absence

Time off taken for jury duty is treated as a paid absence for whatever duration the official summons requires. Employees are paid for the time they are absent for jury duty, less the amount they receive for performing jury duty service.

Advance Notice

Employees must give advance notice of the need for time off for jury duty. A copy of the summons should accompany the request.

Return to Work

If employees are dismissed from jury duty before the end of the workday, they must report to work for instructions on whether to return for work for the rest of the workday.

5. PREGANCY/MATERNITY LEAVE POLICY

Maximum Length of Leave

The maximum length of paid pregnancy leave for a pregnant woman is 6 weeks who is returning to NOS as a full or part time staff member. She will only be paid for the PTO and comp time accrued. All other time off will be unpaid. If the employee needs a longer leave due to medical complications, the employee should notify Nevada Outdoor School as soon as possible.

Staff members must make every reasonable effort to provide arrangements for their workload to be taken over by other staff members or contracted out during their absence. On a case by case basis, an additional 6 weeks of working ½ time from home, ½ time from the office may be possible. This will be granted at the Executive Director's approval.

New fathers will be given 5 days of new parent leave to be taken as PTO.

All other situations regarding pregnancy leave, new fathers, adoption etc. will be determined by the Executive Director on a case by case basis.

Staff working under AmeriCorps Grant

Female staff working under an AmeriCorps grant will accrue 16 hours of maternity leave per month up to a maximum of 240 hours. Males will earn 4 hours of paternity leave per month up to a maximum of 40 hours. Total time off will be limited to 6 weeks and 5 days respectively and individuals will be required to use all accrued PTO toward the maximum allowed leave before Maternity/Paternity leave will be granted. This leave will be granted to returning staff members only.

Written Requests

A written request for pregnancy leave must be submitted within a reasonable time. The employee must submit a written statement, indicating the anticipated delivery date. The employee should inform Nevada Outdoor School of the expected duration of her pregnancy leave so that Nevada Outdoor School may plan around the absence efficiently until his/her return.

6. TIME-OFF TO VOTE

It is the policy of Nevada Outdoor School to give employees time off to vote if needed to accommodate the hours for voting and local location. The hour/s needed to vote will be treated as a paid absence without the use of PTO.