

Leaves & Absences

Paid Time Off

KA staff will receive a bank of PTO depending on their start date

Bank at the beginning of the year based start date

- Employee Navigator
- PTO needs to be planned/ scheduled in advance. If not scheduled, in advance must show proof of doctor's excused may be requested by the supervisor
- Negative balance of PTO will result in deduction of pay

Personal Time Off (PTO)

Kairos offers a single-bank PTO for employees at the beginning of their contract with Kairos Academes. All employees will be granted **seven (7)** days of paid time off that may be used throughout the calendar year except for blackout dates as defined below.

Blackout days may be taken as unpaid time off and is subject to manager approval barring extenuating circumstances. Blackout days include the following:

Blackout Days
<ul style="list-style-type: none">● State and networking testing days● 1-2 days before any scheduled holidays● 1-2 days before the end of cycle

Refer to the Workplace Policies and Procedures section for guidance on attendance policies and procedures.

Refer to school calendar dates families.kairosacademies.org/calendar.

Paid Holidays

Holidays observed by Kairos Academies' are: New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. Refer to the board approved academic calendar for additional paid time off.

Full-time employees are eligible for holiday pay on designated holidays that fall within their normal work schedule as designated by the work calendar. Holiday pay is paid at the employee's normal hourly rate. Employees on a leave of absence are ineligible for holiday benefits.

Bereavement

Employees may be granted up to three (3) days of absence with pay for bereavement in their household or in the immediate family. For the purposes of bereavement leave, immediate family is defined as:

- Spouse
- Child, stepchild
- Parent, stepparent
- Brother, stepbrother
- Sister, stepsister
- grand parent
- Grandchild

Human Resources is authorized to extend the leave up to six additional days with pay in special circumstances.

A one day leave of absence with pay will be allowed, subject to administrative approval, for bereavement involving other family relationships such as:

- Mother-in-law
- Father-in-law
- Brother-in-law
- Sister-in-law
- Son-in-law
- Daughter-in-law
- Aunt
- Uncle
- Nephew
- Niece

Human Resources is authorized to extend the leave up to two additional days with pay in special instances.

Jury Leave And Other Court Appearances

Kairos Academies may not discharge, threaten to discharge, intimidate, or coerce an employee because the employee serves as a juror, or for the employee's attendance or scheduled attendance in connection with jury service in any court in the United States. Additionally, Kairos Academies may not terminate the employment of an employee because the employee serves as a juror or grand juror.

Kairos Academies will provide up to two days of paid leave, at an employee's regular daily or hourly rate, for any employee absence due to service on a jury or grand jury, up to a total of two days of jury or grand jury service per year. Any absences of more than two days for jury or grand jury service may be unpaid as allowed by applicable law. An employee may also elect to use paid leave for any time spent on jury or grand jury service that would otherwise be unpaid.

An employee on jury or grand jury duty is expected to report to work any day he or she is excused from such duty. An employee summoned for jury or grand jury duty must notify his or her supervisor immediately, and provide a copy of the jury notice.

Military Leave

Kairos Academies is committed to protecting the rights of employees absent on military leave. In accordance with federal and state law, it is Kairos Academies's policy that no employee or prospective employee will be subjected to any form of discrimination based on that person's membership in, or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment based on such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights hereunder. If any employee believes that he or she has been subjected to discrimination in violation of this provision, the employee should immediately contact Kairos Administration.

Parental Leave

Kairos Academies offers eligible employees the opportunity to utilize paid parental leave for the birth, adoption, or foster care placement of a child. This leave can be taken consecutively or intermittently. The purpose of this policy is to outline both the job protections under this policy, as well as the conditions under which compensation will be provided. It is important to note that the benefits under the Parental Leave Policy may be used alone and/or in conjunction with approved FMLA leave.

Eligibility Requirements

Employees are eligible for parental leave if they have been full-time employees at Kairos for at least twelve (12) consecutive months. Employees should notify their direct managers and Kairos Administration as soon as possible in order to determine eligibility for paternity leave. Expectant employees who wish to utilize parental leave in conjunction with FMLA leave should consult with the Kairos Administration as soon as possible in order to determine if they qualify for FMLA leave. Details about the FMLA leave policy is located under the FMLA section of the handbook.

Non-expectant employees not qualifying for FMLA leave but who wish to utilize only parental leave should contact Kairos Administration for more information.

Take Parental Leave

Employees may take up to 9 weeks of parental pay at 60% base pay and an additional 3 weeks at no pay, per the Parental Leave Policy found below. Leave must be taken directly following the birth of the employee's child and must be consecutive, regardless of holidays and vacation.

FMLA

The FMLA provides employees who meet certain eligibility criteria with unpaid leave for certain family and medical reasons during a 12-month period. During this leave, eligible employees are entitled to continue group health plan coverage as if they had continued to work. At the conclusion of the leave, subject to some exceptions, eligible employees generally have the right to return to the same or an equivalent position and equivalent pay, benefits, and working conditions.

Eligibility Requirements

To be eligible for FMLA leave, an employee must have been employed by Kairos Academies for at least 12 months (which need not be consecutive) and for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave.

Please note that for purposes of an employee's entitlement to leave under the FMLA, the 12-month period within which employees shall be eligible for 12 weeks of FMLA shall be defined as a rolling 12-month period, measured backward from the last date an employee uses leave under the FMLA.

Events That May Entitle Employees to FMLA Leave

An eligible employee shall be entitled to a total of up to 12 weeks of unpaid, job-protected leave for one or more of the following reasons:

- Birth of a child of the employee and in order to care for such child.
- Placement of a child with the employee for adoption or foster care.
- To care for the employee's spouse, child, or parent, who has a serious health condition;
- For a serious health condition that makes the employee unable to perform the essential functions of the employee's position; or

Because of any Qualified Exigency (defined below) arising out of the fact that the spouse, child, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

The maximum amount of leave available to spouses who are both employed by Kairos Academies is limited to a 12-week period total between the spouses when

leave is taken for the birth, adoption, or foster placement of a child with the employee. Military caregiver leave for spouses is extended to a combined total of 26 weeks.

Upon eligibility for family and medical leave, and at 30-day intervals thereafter, the employee shall provide medical certification of the illness or disability. The employee's request for reinstatement shall be accompanied by medical certification of the employee's ability to perform essential job functions.