



Paid Time Off During School Closures & Extraordinary Circumstances Policy

I. BOARD DECLARATION & RESOLUTION

- A. The Providence Hall Charter School (PHCS) Board may formally enact this policy and these procedures during school closures, extraordinary circumstances, and emergency situations.
- B. The Board shall make a formal declaration through a Board resolution to enact the provisions of this policy and these procedures.
- C. The Board may authorize compensation to employees during school closure and other temporary extraordinary circumstances--even though employees may not be able to perform work in exchange for compensation.

II. RETROACTIVE IMPLEMENTATION

The Board may enact this policy and these procedures retroactively at the Board's discretion.

III. CRITERIA FOR PAID TIME OFF

All of the following criteria must be met before paid time off during school closure or extraordinary circumstances can occur:

- A. All reasonable alternatives have been explored and exhausted for gainful employment and work in relation to the employee's current position(s).
- B. PHCS and the employee intends to continue employment after the school closure or the extraordinary conditions.
- C. The employee has completed all possible training and professional development opportunities that are available online or through self-directed opportunities.
- D. There are no other reasonable work opportunities available--including work opportunities in other programs.

IV. SIGNED STATEMENT OF ELIGIBILITY & TIME CLOCK RECORDS

- A. Records shall include a statement of eligibility that is signed by all of the following:
 - 1. Employee
 - 2. Employee's supervisor
 - 3. PHCS Director (or designee)
- B. Paid time off for each day shall be recorded in the time clock system separate from actual work time.
- C. Time to be paid must be approved in the time clock system by
 - 1. the employee, and
 - 2. the employee's supervising administrator.

V. MANAGEMENT PLAN & SCHEDULE

The employee and supervisor shall create a management plan and schedule that articulates planned work time and planned paid time off through the covered time period.

The management plan and schedule shall be signed by all of the following:

- A. Employee
- B. Employee's supervisor
- C. PHCS Director (or designee)
- D. Payroll Specialist