

Adopted: 8/7/2025

Revised:

**ROCHESTER BEACON ACADEMY
POLICY No. 428
PAID TIME OFF**

I. PURPOSE

The purpose of this policy is to establish processes and procedures regarding paid time off ("PTO") for employees of Rochester Beacon Academy ("RBA").

II. GENERAL STATEMENT OF POLICY

RBA provides eligible full-time employees with paid time off from work during the academic year. PTO is accrued at the commencement of employment every month at a rate of one day per month of service up to the equivalent ten (10) days (or 80 hours) per academic school year.

III. DESIGNATION OF PTO AS EARNED SICK AND SAFE TIME

The first 48 hours of PTO accrued shall be designated as Earned Sick and Safe Time ("ESST") pursuant to Minnesota Statute and may be used as accrued for any of the purposes, and for any of the increments of time, identified in Minn. Stat. § 181.9447, using the definition of family set forth in Minn. Stat. § 181.9445. PTO accrued that is not designated as ESST may be taken for illness or other personal time away from work as full day(s) or half days.

A. Earning PTO/ESST

PTO/ESST accrues on all hours worked including overtime hours for non-exempt employees. PTO/ESST shall not be earned by any employee while on non-pay status.

B. Managing PTO/ESST

Employees are responsible for managing their own PTO/ESST hours. RBA's executive team will record and track accrual and PTO/ESST balances. While employees may use all of their accrued PTO/ESST, it is recommended that they monitor their usage and balance to accommodate personal needs or illness.

IV. USING PTO/ESST

Employees may only utilize PTO/ESST as it is accrued. If an employee needs to be absent before accruing sufficient PTO/ESST to cover the absence, the time is not covered by PTO/ESST and will be unpaid.

A. Requests for PTO/ESST Use

Employees shall request PTO/ESST from their supervisor as soon as practicable if the need for use is unforeseeable. If the need for use is foreseeable, employees must provide their supervisor with a minimum of seven (7) days advance notice in accordance with RBA's request procedure outlined in the Google PTO Request Form. Employees are required to provide reasonable documentation for PTO/ESST absences exceeding three consecutive scheduled work days in accordance with Minnesota Statute.

B. Granting PTO

For non-ESST PTO, approval of requests will be based on operational needs and adequate staffing levels of at least 90% on site to ensure continuity of education and safety for both students and staff.

For non-ESST PTO, scheduled PTO will not be approved in conjunction with black-out dates, unless an exception has been made at the discretion of the Executive Director.

Black-out dates are as follows:

First two (2) weeks of school	Last two (2) weeks of school
Staff Development Days	MEA Break
Thanksgiving Break	Christmas – New Year’s Break
Spring Break	Farch Break

C. Use It or Lose It

Accumulated accrual PTO/ESST during current academic school year and / or Banked PTO/ESST will be forfeited by the staff upon resignation, termination, or discharge.

V. APPROVED UNPAID ABSENCES

Unpaid time off should be the exception and only used in extenuating circumstances where PTO/ESST has been exhausted.

RBA will only allow up to two (2) days in an academic year. The two (2) days may not be taken consecutively or in conjunction with black-out dates. An employee with PTO/ESST balance requesting the same day will be granted prior to the employee requesting the time away unpaid.

Employees who exhaust PTO/ESST before taking pre-scheduled and approved PTO/ESST will need to have the request reapproved by the Executive Director.

VI. WORKER'S COMPENSATION

Absence due to injury incurred in the course of the staff's employment shall not be charged against the employee's PTO/ESST accrual balance if workers' compensation insurance pays for the days absent.

VII. BEREAVEMENT

Employees will be granted up to three (3) days paid approved absence separate from ESST due to the death of immediate or spouse's family. The immediate family will include parents, siblings, children, grandparents, grandchildren, mother-in-law, father-in-law, and guardian. Additional bereavement days are to be considered as a scheduled absence and employees can use accrual PTO or ESST balance (should it meet the qualifying statutory conditions) for such purposes.

VIII. PTO/ESST CARRYOVER YEAR TO YEAR

An employee may carry over up to a maximum of eighty (80) hours of their unused PTO/ESST from year to year. Year to year shall be the academic school year. The first partial year of employment shall constitute a year for the purposes of this policy. Documentation for ESST usages shall meet Minnesota statutory requirements outlined in Minn. Stat. § 181.9447, subd. 3. For non-ESST PTO use due to illness, an employee must submit a medical certificate from a qualified physician within fourteen (14) days, as evidence of illness greater than three (3) days to the Executive Director. At the close of the academic school year, accrued PTO/ESST

hours rolling into the Banked PTO/ESST will be recorded and the employee will date and initial a form indicating the number of PTO/ESST hours carried over which they have available.

PTO/ESST will be forfeited upon resignation, termination, or discharge from RBA.

IX. UNSCHEDULED ABSENCES FROM WORK

An absence from work without prior approval is an unexcused absence absent extraordinary circumstances making prior notice impracticable.

The chart below outlines progressive corrective action that will be taken for unscheduled attendance occurrences where employees also fail to provide reasonable documentation in accordance with Minnesota Statute.

Number of Unschedule Absences	Corrective Action
1	Informal Coaching
2	Notification
3	Written Warning
4	Termination

Legal References: Minn. Stat. § 181.9446 (Accrual of Earned Sick and Safe Time)
Minn. Stat. § 181.9447 (Use of Earned Sick and Safe Time)