

Sec. 4.13.1. PERSONAL LEAVE

Arrow Academy does not participate in the State Personal Leave Program or provide or recognize “State Days” under Education Code, Chapter 22; therefore, accumulated state personal leave days from other Texas School Districts or public schools cannot be transferred in or out of the **Arrow Academy** system.

Sec. 4.13.1.1. Local Leave

Arrow Academy grants all employees 5 local leave days annually. The Superintendent shall adopt procedures to implement and control Local Leave benefits.

Sec. 4.13.1.2. Medical Certification

Any employee who is absent more than three days because of a personal or family illness may submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and – in the case of personal illness – the employee’s fitness to return to work.

Sec. 4.13.1.3. Forfeiture of Leave

Local Leave does accumulate from year to year, up to 30 days, however is forfeited upon resignation, retirement, or termination from employment.

Sec. 4.13.2. DOCKED LEAVE

Arrow Academy shall also provide all full-time salaried employees 5 calendar days of docked leave. This leave may only be used if an employee has exhausted his or her earned Local Leave benefits and only for the employee or immediate family’s personal illness or disability, including pregnancy-related disability.

The daily rate of a substitute shall be deducted from an employee’s daily pay during a period of docked leave, even if a substitute is not used. The Superintendent shall adopt procedures to implement and control Docked Leave benefits.

Sec. 4.13.3. EMERGENCY LEAVE

Employees may be granted emergency leave without loss of pay or accumulated Local Leave for destruction of their home or domicile due to flood, fire, or storm, other natural disasters or force majeure. Such leave is subject to the approval in advance of the Superintendent or designee. Any further leave granted will result in a deduction of accumulated Local Leave, a deduction of the daily rate of pay, or unpaid leave, unless otherwise provided by **Arrow Academy**.

Sec. 4.13.4. BEREAVEMENT LEAVE

Arrow Academy employees may be absent, without loss of pay, in the event of the death of one of the following relatives of the employee or his or her spouse: husband, wife, child (including a biological, adopted, stepchild, a child for whom the employee stands in loco parentis, or foster child), father, mother, brother, sister, grandfather, grandmother, grandchildren, or any person who may be residing in the employee's household at the time of illness or death. No more than 3 paid local leave days will be used for this purpose in any one school year unless otherwise approved by the Superintendent or designee.

Sec. 4.13.5. RELIGIOUS OBSERVANCES

An employee requesting to attend a religious observance on a regularly scheduled school day may use Personal Leave. In the event that all Personal Leave has been used, deductions from the employee's salary shall be made on the basis of the employee's daily rate of pay.

Sec. 4.13.6. JURY DUTY AND OTHER COURT APPEARANCES

Arrow Academy will pay a non-exempt employee his or her normal daily compensation for each regularly scheduled workday on which the employee serves in any phase of jury service. Any employee selected for jury duty must notify his or her supervisor within 48 hours of the court's notice. The employee must also present documentation of jury service to his or her supervisor.

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Absences for court appearances related to an employee's personal business must be taken as local leave or leave without pay (if no local leave is available). Employees may be required to submit documentation of their need for leave for court appearances.

Sec. 4.13.7. VOTING LEAVE

Any employee who does not have two consecutive non-work hours while the polls are open on election day will be given up to two hours off with pay in order to vote, unless more time is required by state law. The employee should notify the appropriate supervisor before Election Day if time off is needed, so that the timing of the employee's absence can be pre-arranged.

Sec. 4.13.8. LIMITATIONS ON LEAVES OF ABSENCE

With the exception of leave granted in accordance with the Employee Handbook, any employee who for any reason or combination of reasons misses a total of 10 days of work in a twelve-month period will be separated from employment due to unavailability for work, subject to any reasonable accommodation duties the company may have under the ADA, FMLA or similar law.

Any employee so separated will be eligible for rehire and will be able to apply for any vacancies that may exist at any given time, depending upon qualifications and availability of job openings.