



February 24, 2022

To: All Staff of the Schools managed by The Roger Bacon Academy

From: Classical Charter Schools of America

Memo: Board Handbook Amendment #0220224

Leaves of Absence

As provided by the Family and Medical Leave Act (FMLA), eligible employees will be allowed a job-protected leave of absence for one or more specified family and medical reasons in a 12-month period. ~~personal illness, accident, maternity, paternity, or for illness or death in the immediate family.~~ For employees who have completed at least 12 months of service, the following leaves of absence will be eligible for paid leave with benefits as seen below:

- Maternity leave: Six weeks from the time of delivery or leave.
- Paternity leave: Three weeks from the time of delivery or leave.
- Adoption leave: Three weeks from the time of placement or leave.

~~In the case of maternity leave, employees who have completed at least four fiscal quarters of service will be eligible for six weeks of full pay and benefits from the time of delivery or leave.~~

For all other leaves of absence for which the available number of PTO days has been exceeded, it shall be without pay.

For up to six weeks of such leave during a 12 month period, the school will allow the employee to return to the same position. In the interest of the students and the operational constraints, a the same position cannot be guaranteed for leave periods beyond six weeks. ~~The Federal Medical Leave Act (FMLA)~~ allows up to 12 weeks of leave within a 12 month period, during which time the school will allow the employee to return to work.

To request a leave of absence, submit a Leave of Absence Request ~~form~~ to the Headmaster outlining the purpose of the leave of absence and the dates the leave would start and end, if the need for leave is foreseeable. For unexpected leaves, provide notice as soon as the need for leave becomes known. Requests for Leave of Absence are subject to approval of the Headmaster.