

3. Personal Time Off

- a. Personal time off (PTO) is earned upon date of hire. PTO is computed on the basis of an employee's FTE ratio as indicated by normal workday definition (Section IV A1). For example, an employee at 100% FTE, or 40 hours per week, will receive an 8 hour PTO day (8 hours x 100% = 8 hours); an employee at 60% FTE will receive a 4.75 hour PTO day (8 hours x 60% = 4.75 hours).
- c. Eligible **part-time** employees will receive PTO at the following rates and accruals, respectively:

Percent of FTE	PTO Earned (Days per year)	Maximum Accrual (Total days which may be accrued)
60% - 79%	8	12

* Partial-year employees will earn total days per year accrued over nine full pay periods.

Partial-year employees will have the option to utilize their PTO on their non-scheduled days. Partial-year employees may choose to have any, or all accrued PTO paid out in their final paycheck for the current Head Start program year.

4. Administrative Leave

Administrative Leave is not available to partial-year employees during scheduled breaks or non-scheduled days as defined in 4a.

- a. Non-Scheduled days for partial year employees include the week of Christmas, and the designated weeks in the summer that Head Start is not in session. For certain staff (cooks for example), non-scheduled days might include staff work days or days when children are not in attendance. Non-scheduled days for partial year staff may also be days that Head Start is closed due to inclement weather or closures designed to prevent the spread of illness. Non-scheduled days are not paid days off, but staff may utilize PTO during this time. The Head Start calendar may be adjusted to allow for non-scheduled days due to inclement weather or the closing due to illness. Staff will have the opportunity to work those adjusted hours in order to ensure that Head Start children achieve the minimum number of days attendance.
- b. Funeral Leave: Funeral Leave is not available to partial-year employees during non-scheduled days.

5. **Military Leave**

The Executive Director will abide by all the provisions of the Uniformed Services Employment and Re-Employment Act (USERRA) as well as applicable Nebraska law in granting military leave to all eligible full-time and part-time employees. Military leave may be granted to full-time and part-time eligible employees for a period of four (4) years plus a one-year voluntary extension of active duty (5 years total), if this is at the request and for the convenience of the United States Government.

Paid leave of absence is limited to 15 days per calendar year. An employee's salary will not continue beyond this time period unless required by law. However, employees may request to use any PTO accrued during military leave.

Upon return from military leave, employees will be reinstated with the same seniority, pay, status, and benefit rights that they would have had if they had worked continuously. Employees must apply for employment within ninety (90) days of discharge from the military. Employees who fail to report for work within the prescribed time after completion of military service will be considered to have voluntarily terminated their employment. If the 90 days falls during partial-year employee's scheduled summer break, then the employee is expected to return to work at the beginning of the Head Start program year. Employees must notify the Head Start Director within the 90 days if they intend to return to work.

6. **Holidays**

- a. Recognized holidays as established by the Board are the following:

New Year's Day	Independence Day
Memorial Day	Labor Day
Thanksgiving Day	Christmas
Day after Thanksgiving Day	Veteran's Day
President's Day	

Partial-year employees are ineligible for holidays that fall between the scheduled end date and start date of the Head Start program year.

8. **Family and Medical Leave**

During periods where non-scheduled days are consecutive in occurrence and last longer than a week, the shut down period is not counted against the FMLA entitlement of 12 weeks of leave.

9. **Short-Term Disability**

Short-term disability is available for non-work related accidents or illness (worker's compensation covers work related incidents). Disability payments commence the first day following an accident and on the eighth day following an illness. Pregnancy is covered under this policy. Partial-year employees, who are eligible to receive short term disability, remain eligible to receive it during their layoff months. Please notify the Human Resources Director for more information or implementation.