



GCC - PAID TIME OFF AND LEAVE

1. Employment Relationship

All employment renewal offer letters shall be executed annually, in the late winter or early spring, and, where applicable, may be subject to approval by the Board of Trustees.

All employment is at-will, meaning either the employee or Seacoast Classical Academy Chartered Public School ("SCA" or "Academy") may terminate the employment relationship at any time, with or without cause or notice, unless otherwise provided in a written agreement signed by the Executive Director and the employee, and approved by the Board of Trustees. SCA requests and appreciates that employees provide at least two weeks' notice when voluntarily resigning, whenever practicable, to support a smooth transition.

Nothing in this policy creates a contract of employment or guarantees continued employment. The Academy reserves the right to interpret, modify, suspend, or discontinue this policy at any time, consistent with applicable law.

Employment is contingent upon successful completion of all required background checks and any additional pre-employment requirements established by the Academy.

The term "salaried employee" includes both 10-month salaried employees and 12-month salaried employees.

2. Equal Employment Opportunity and Non-Retaliation

The Academy is committed to equal employment opportunity and compliance with all applicable federal and New Hampshire laws.

The Academy prohibits retaliation against any employee who:

- Requests or takes leave in good faith
- Requests accommodation
- Raises a legal compliance concern
- Participates in an investigation

3. Definition of Academic Year

For purposes of this policy, the Academic Year is an approximately ten (10) month period running from mid-August through mid-June. Specific annual start and end dates are determined by the Academy's published academic calendar.

In addition to instructional days and scheduled professional development days contained in the Academy calendar, 10-month and 12-month salaried employees and Teaching Assistants are required to work:

- At least ten (10) business days immediately preceding the first student day;
- At least one (1) business day immediately following the final student day;
- Any assigned professional development days; and
- Any additional days, meetings, events, or duties reasonably required by the Administration or Board of Trustees.

All employees are expected to work the hours and perform the instructional, supervisory, administrative, and professional duties assigned by the Principal or Administration.

The Board-approved academic calendar for each year includes paid time-off for school vacations and holidays. Depending upon the employee's job responsibilities and, there may be circumstances where work is required during these periods. 12-month salaried employees are expected to work throughout the summer months, with the exception of two summer weeks of vacation to be scheduled pro-actively with supervisory approvals between June 15 - August 15. The following sections outline paid leave above and beyond the vacation and holiday periods.

SECTION I: PAID LEAVE

4. Sick Leave

4.1 Amount of Leave

All salaried employees receive five (5) paid sick days per school year, front-loaded at the beginning of the school year.

12-month salaried employees hired after July 1 and 10-month salaried employees hired after August 15 will receive prorated sick leave based on their hire date. For 12-month salaried employees, proration will be based on the twelve-month fiscal-year period from July 1 - June 30. For 10-month salaried employees, proration will be based on a ten-month Academic Year from Aug 15 - June 15.

4.2 Permitted Uses

Sick leave may be used for:

- The employee's illness, injury, or health condition
- Preventive care, medical, dental, or mental health appointments
- Care of a spouse, child, parent, or qualifying family member
- Absences related to domestic violence, sexual assault, or stalking (RSA 275:71-74)
- Safety planning or legal proceedings related to qualifying events

4.3 Notice and Documentation

- When foreseeable, employees are asked to provide advance notice.
- When unforeseeable, employees are asked to notify their supervisor as soon as practicable, preferably before the start of the workday.
- Medical clearance to return to work may be required for absences of three (3) or more consecutive workdays.

All medical information will be maintained confidentially in accordance with applicable law.

4.4 Increment Use

Sick leave may be taken in half-day increments unless otherwise approved.

4.5 Carryover and Payout

Unused sick leave:

- carries over to the next school year, up to a maximum limit of 20 accrued days
- has no cash value

5. Personal Leave

5.1 Amount of Leave

All salaried employees receive up to three (3) paid personal days per school year, front-loaded annually.

Salaried employees hired mid-year receive prorated personal leave. For 12-month salaried employees, proration will be based on the twelve-month fiscal-year period from July 1 - June 30. For 10-month salaried employees, proration will be based on a ten-month Academic Year from Aug 15 - June 15.

5.2 Permitted Uses

Personal leave may be used for:

- Personal business that cannot reasonably be conducted outside work hours
- Religious observances
- Family matters
- Other personal reasons
- Other circumstances approved by the Executive Director

5.3 Approval and Scheduling

- Personal leave should be requested at least five (5) workdays in advance when possible.
- Approval by the Administration is required and is subject to operational needs.
- Personal leave may not be used to extend scheduled Academy breaks without prior administrative approval.

5.4 Incremented Use

Personal leave may be taken in half-day increments unless otherwise approved.

5.5 Carryover and Payout

Unused personal leave:

- Does not carry over
- Has no cash value

6. Bereavement Leave

Salaried employees shall receive up to three (3) paid bereavement leave days upon the death of:

- A spouse
- Parent
- Child
- Brother
- Sister
- Grandparent
- Grandchild
- Any such relative of the employee's spouse

Additional bereavement time off shall be unpaid or charged against available paid leave balances, subject to administrative approval. Unused bereavement leave does not carry over, nor does it have any cash value.

7. Educational Leave

The Academy may offer unpaid leave for employees pursuing educational studies, certifications, coursework, or professional advancement opportunities.

Approval, duration, and reinstatement conditions shall be determined by the Academy.

8. Military Leave

Military leave shall be granted in accordance with the Uniformed Services Employment and Reemployment Rights Act ("USERRA") and all other applicable laws.

SECTION II: FAMILY AND MEDICAL LEAVE

9. Federal Family and Medical Leave Act (FMLA) — If Applicable

The Academy will comply with the federal Family and Medical Leave Act (FMLA) if and when legally required to do so.

9.1 Eligibility (If Applicable)

Employees are eligible if they:

- Have worked for the Academy for at least 12 months
- Have worked at least 1,250 hours in the preceding 12 months

9.2 Leave Entitlement (If Applicable)

Eligible employees may take:

- Up to 12 workweeks of unpaid, job-protected leave in a rolling 12-month period measured backward from the date leave is used
- Up to 26 workweeks in a single 12-month period to care for a covered service member

Qualifying reasons include:

- Birth, adoption, or foster placement
- Serious health condition of the employee
- Care for a spouse, child, or parent with a serious health condition

- Military exigencies

9.3 Use of Paid Leave

If leave qualifies under FMLA and paid sick or personal leave is available, paid leave will run concurrently with FMLA leave.

9.4 Benefits and Restoration

During FMLA leave:

- Group health benefits will continue under the same conditions as active employment
- Employees will be restored to the same or an equivalent position upon return, as required by law

10. Americans with Disabilities Act (ADA)

In addition to leave rights, employees with qualifying medical conditions may be entitled to reasonable accommodation under the Americans with Disabilities Act (ADA) or applicable New Hampshire law.

The Academy will engage in an interactive process to determine appropriate accommodations where required.

Leave beyond the amounts stated in this policy may be considered as a reasonable accommodation when legally required.

SECTION III: NEW HAMPSHIRE-SPECIFIC LEAVE PROVISIONS

11. New Hampshire Crime Victim Leave (RSA 275:61–65)

Employees who are victims of crimes may take unpaid leave to attend court proceedings related to the crime. Reasonable notice should be provided when possible.

12. Domestic Violence, Sexual Assault, and Stalking Protections (RSA 275:71–74)

Employees may take leave for medical care, counseling, court proceedings, relocation, or safety planning related to domestic violence, sexual assault, or stalking.

Reasonable documentation may be requested as permitted by law.

13. Nursing Mothers (RSA 275:78–79)

The Academy will provide:

- Reasonable unpaid break time to express breast milk for up to one year after childbirth

- A private, non-bathroom space shielded from view and free from intrusion

14. Jury Duty and Witness Leave

Salaried employees will be provided up to five (5) days of pay for jury service or when legally required to appear as a witness. Beyond the initial five (5) paid days, jury duty will continue as approved leave, with additional days either unpaid or supplemented with available PTO at the employee's option. Documentation of service may be required.

15. New Hampshire Paid Family and Medical Leave (NH PFML)

The Academy does not currently participate in the New Hampshire Paid Family and Medical Leave (NH PFML) employer-sponsored insurance program.

Employees may independently enroll in the state-sponsored individual plan if eligible.

16. Policy Administration

The Executive Director or designee is responsible for administering this policy in compliance with federal and New Hampshire law.

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