



Paid Time Off During School Closure & Extraordinary Circumstances

Policy No. 46

Charter Board Declaration & Resolution: The Freedom Preparatory Academy (FPA) Governing Board of Directors may formally enact this policy and these procedures during school closures, extraordinary circumstances, and emergency situations. The Board shall make a formal declaration through a Board resolution to enact the provisions of this policy and these procedures.

The Board may authorize compensation to employees during school closure and other *temporary* extraordinary circumstances--even though employees may not be able to perform work under the extraordinary circumstances in exchange for compensation.

Retroactive Implementation: The Board may enact this policy and these procedures retroactively at the Board's discretion.

Criteria for Paid Time Off: All of the following criteria must be met before paid time off during school closure or extraordinary circumstances can occur:

1. All reasonable alternatives have been explored and exhausted for gainful employment and work in relation to the employee's current position(s).
2. FPA and the employee intend to continue employment to the end of the school year, after the school closure, or after the extraordinary conditions.

3. The employee has completed all possible training and professional development opportunities that are available online or through self-directed opportunities.

4. There are no other reasonable work opportunities available--including work opportunities in other programs.

Signed Statement of Eligibility & Time Clock Records:

Records shall include a statement of eligibility that is signed by *all* of the following:

1. The employee
2. The employee's supervisor
3. The Campus Principal (or designee)

Management Plan & Schedule:

The employee and supervisor shall create a management plan and schedule that articulates planned work time and planned paid time off through the covered time period. The management plan and schedule shall be signed by all of the following:

1. The employee
2. The employee's supervisor
3. The Campus Principal (or designee)
4. The Finance Department

Compensation Expenditures Charged to Federal & State Grants & Programs:

Compensation related expenditures for employees who qualify for paid time off in relation to this policy and these procedures shall be charged to the employee's regular position and program. This includes compensation related expenditures for Federal and State grants and programs.

Only normal time associated with each program shall be charged to each program. This time shall be validated by a compensation agreement and/or actual work time trends that occurred *before* the school closure or extraordinary circumstances. Should other funding sources become available, such as the Paycheck Protection Program (PPP) (or any other such program) employee(s) salary may be shifted from one program to another, aligning with programs specifications.

Compensation shall be calculated based upon the normal average hours per day/week, from a start and ending point as determined by the Executive Administration, that the employee worked *before* the

school closure or extraordinary circumstances occurred. Compensation shall also be calculated based upon the employee's regular wage rate or salary.

Maximum Compensation: Compensation may not exceed the maximum amounts allowed in the original agreed upon budget estimates for employment compensation.

Example: If a paraprofessional estimated salary budget was for \$15,000, including benefits, compensation may not exceed \$15,000 for the entire school year.

**Compensation &
Program
Expenditures
- Examples:**

1. If a paraeducator paid for by 100% of IDEA OR Title Funds funds was on a 3-1/2 hour per day schedule and works one hour in the interest of that program and students within that program during this situation, the paraeducator may be paid the full 3-1/2 hours from IDEA or Title Funds respectively. The paraeducator *may not be paid* for additional time beyond the one hour s/he worked using this funding source *if s/he worked in another open program*.
Time worked in another program must be charged to the other program.

2. If a paraeducator that is paid from state special education funds and s/he was working a 3-1/2 work schedule and works only one hour, the paraeducator may be paid the full amount of their schedule as long as their one hour of work was in the interest of the program and individual students within the program.
Time worked in another program must be charged to the other program.

**Executive Director
Report to the
Governing Board:**

The Executive Director, or their designee, shall provide a report to the Governing Board. The report shall include a list of all employees receiving salary under this policy and these procedures.

**Equal Opportunity
Statement:**

Freedom Preparatory Academy is an Equal Opportunity Employer. FPA ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation, disability or on any other basis required by law.

References: [Fact Sheet - Department of Education](#)

[USBE Guidance - Email](#)

[Deseret News: Utah K-12 school buildings closed to students for rest of academic year](#)

Utah State Board of Education:

[Extended School "Soft Closure" Frequently Asked Questions \(FAQs\)](#)

[Coronavirus \(COVID-19\) Information and Resources](#)

Paycheck Protection Program:

<https://www.sba.gov/funding-programs/loans/coronavirus-relief-options/paycheck-protection-program-ppp#section-header-6>

I, _____, have read Freedom Preparatory Academy's Policy Number 46 "PAID TIME OFF DURING SCHOOL CLOSURE & EXTRAORDINARY CIRCUMSTANCES."

The undersigned employee agrees that criteria has been met and is eligible for reduced work hours and/or paid time off.

TIME CLOCK RECORDS (to be used in event employee does not have access to timekeeper program)

Date _____ Clock in _____ Clock out _____
Date _____ Clock in _____ Clock out _____
Date _____ Clock in _____ Clock out _____
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Date _____ Clock in _____ Clock out _____
Date _____ Clock in _____ Clock out _____

Total Hours _____

Employee of Freedom Preparatory Academy

Date _____

Supervisor

Date _____

Campus Principal (or designee)

Date _____

Finance Department

Date _____