Policy Type: Required
Policy Title: Benefits and Leave
Effective: October 8, 2026

Definitions

Full-time Employee: Any employee whose employment agreement requires a minimum of 30 hours of work per week during the school year.

Day: The amount of time an employee's employment agreement requires in a 24 hour period. For example, if an employee is required to work 4 hours a day according to their employment agreement, then a day equals 4 hours.

Immediate family: Spouse, child or stepchild (including in-laws), parents or stepparents (including in-laws), siblings or stepsiblings (including in-laws), grandparents (including great grandparents and in-laws), and grandchildren or step-grandchildren. Special circumstances may be appealed to the Director for consideration of immediate family status.

School Year: A total of no more than 187 teaching days, plus up to 10 additional in-service and/or testing days in a fiscal year. See the school calendar for the current year for additional details.

Fiscal Year: July 1 through June 30.

Mid-term Employee: Any employee hired after a school year has started. Mid-term employees will receive benefits and leave on a prorated basis for the remainder of the school year.

Benefits

Health Insurance Benefits

Insurance benefits are available to all full-time Lakeview Academy employees. Benefits are subject to change and benefit documentation will be distributed to all employees at the beginning of each school year.

Cessation of Benefits Upon Termination

Regular insurance benefits cease on the last day of the month in which employment is terminated. Insurance benefits will be in effect during the summer months for returning employees. In the event an employee does not return after the summer break, benefits will terminate retroactively on the last day of the fulfilled employment agreement. That employee will be liable to Lakeview Academy for the entire cost of benefits paid on the employee's behalf beyond the fulfilled employment agreement.

Additional Insurance Benefits
Employees may elect to purchase additional insurances at their own cost.

Salary and Wages
Pay increases will be determined on an annual basis pending state legislative funding.

Retirement Benefits
A defined contribution retirement plan will be offered to employees based on hours worked. Competitive contribution rates and employee eligibility are defined by the retirement plan document, according to administrative procedure. The current employer contribution rate is equal to 7% of employee earnings. Lakeview Academy maintains the right to make changes to the employer contribution rate at any time, in order to maintain budget requirements set by the law, board policy, or bond requirements.

1. Employee Classifications:
   a. Tier One: Employees scheduled to work less than 1,000 hours during the fiscal year.
   b. Tier Two: Employees scheduled to work over 1,000 hours during the fiscal year.

2. Eligibility:
   a. Tier One: Employees are eligible to participate in the retirement plan for employee contributions only.
   b. Tier Two: Employees are eligible to participate in the retirement plan. Lakeview Academy will make an employer contribution on the employee's behalf.

LEAVE

Personal Leave
Full-time, school year employees of Lakeview Academy will receive 10 days of paid personal leave per school year. Part-time certified employees will receive prorated paid personal leave based on the work hours outlined in their employment agreement. Full-time employees who work a 12 month schedule will receive 12 days of paid personal leave per year, due to their extended work schedule. Mid-term employees will receive prorated personal leave based on the days remaining in the school year.

Administration will develop a written procedure outlining how half days and hour increments of personal leave are administered and accounted for.

Using Personal Leave
Except in unusual circumstances, or unexpected illness, prior notification must be given to the immediate supervisor at least one day in advance.

Personal leave may only be taken the day before or after a school holiday or during the first five days and last five days that students are in school for the following reasons:
1. Observance of religious holidays which fall on a regularly scheduled school calendar work day.
2. Weddings of immediate family.
3. Graduations of immediate family.
4. Required court appearances.

5. Funerals for a death not covered by bereavement leave.
6. Conferences and conventions which relate to the individual employee's work assignment and are not covered by professional leave.
7. Illness
8. Other extenuating circumstances, with prior approval from the Director.

Use of personal leave days is discouraged during parent/teacher conferences and professional development days. The employee must obtain prior approval from the Director if use of personal leave is necessary during one of these events.

Current year's personal leave must be used prior to using any accumulated personal leave (leave that has been carried over from prior years).

Personal Leave Donation, Payout, and Carryover
Personal leave days (current or accumulated) may be donated to another full-time or certified part-time employee for emergencies, with director approval.

At the conclusion of the annual employment agreement, employees may choose to do one of the following with any unused personal leave accrued in that school year:

1. Elect to be paid out (at the rate of the cost of a substitute).
2. Elect to carry over unused personal leave (employees may not accumulate more than 50 days of personal leave).
3. Elect to be paid out for a portion of unused personal leave and carry over the remaining portion of unused personal leave, following the procedures outlined by the Director.

Use of accumulated personal leave (leave that has been carried over from prior years) must be approved by the Director and will not be paid out at the end of a school year or at termination of employment.

Parental Leave
A full time employee that is eligible for personal leave is also eligible for 3 work weeks (15 days) of paid Parental Leave for:

a) the birth of the eligible employee's child;
b) the adoption of a child;
c) the appointment of legal guardianship of a child or incapacitated adult.

Parental Leave may not be used before the day on which:

a) the eligible employee's child is born;
b) the eligible employee adopts a child;
c) the eligible employee is appointed legal guardian of a child or incapacitated adult.

Parental Leave is in addition to Personal Leave, Postpartum Recovery Leave and Adoption Leave.

Parental Leave:

a) may not be used more than six months after the date of one of the events itemized above;
b) may not be used intermittently unless by mutual written agreement between the employee and Lakeview Academy or if a health care provider certifies that intermittent leave is medically necessary due to a serious condition of the child;

c) runs concurrently with any leave authorized under the Family and Medical Leave Act of 1993 (FMLA).

The amount of parental leave does not increase if an eligible employee:

a) has more than one child born from the same pregnancy;
b) adopts more than one child;
c) is appointed legal guardian of more than one child or incapacitated adult.

An eligible employee may not use more than three work weeks of paid parental leave within a single 12-month period, regardless of whether during that 12-month period the eligible employee:

a) becomes the parent of more than one child;
b) adopts more than one child;
c) is appointed legal guardian of more than one child or incapacitated adult.

A certified part-time employee is eligible for a pro-rated amount of parental leave based on their employment agreement.

Postpartum Recovery Leave

A full time employee that is eligible for personal leave and gives birth to a child is eligible for 3 work weeks (15 days) of paid Postpartum Recovery Leave. Postpartum Recovery Leave is in addition to Personal Leave and Parental Leave.

Postpartum Recovery Leave:

a) shall be used starting on the day that the eligible employee gives birth, unless a health care provider certifies that an earlier start date is medically necessary;
b) shall be used in a single continuous period;
c) runs concurrently with any leave authorized under the Family and Medical Leave Act of 1993 (FMLA);
d) runs consecutively to parental leave.

The amount of leave does not increase if an eligible employee has more than one child born from the same pregnancy.

A certified part-time employee is eligible for a pro-rated amount of post-partum recovery leave based on their employment agreement.

Adoption Leave

A full time employee that is eligible for personal leave and adopts a child is eligible for 3 work weeks (15 days) of Adoption Leave.

Adoption Leave:

a. may not be used before the day on which the eligible employee adopts a young child;
b. may not be used more than six months after the day on which the child was adopted;
c. may not be used intermittently unless by mutual written agreement between the employee and Lakeview Academy or if a medical provider certifies that intermittent leave is medically necessary due to a serious health condition of the young child;
d. runs concurrently with any leave authorized under the Family and Medical Leave Act of 1993 (FMLA)
e. runs consecutively to parental leave.

The amount of leave does not increase if the employee adopts more than one young child.

A certified part-time employee is eligible for a pro-rated amount of adoption leave based on their employment agreement.

Foster Leave
A full time employee that is eligible for personal leave and has a child placed with them for foster care is eligible for 4 work weeks (20 days) of paid Foster Leave. Foster Leave is in addition to Personal Leave.

Foster Leave:

a. may not be used before the day on which a child is placed in foster care with the eligible employee;
b. may not be used more than six months after the date the child was placed with the eligible employee;
c. may not be used after the child is no longer placed in foster care with the eligible employee;
d. may be used intermittently;
e. runs concurrent with any leave authorized under the Family and Medical Leave Act of 1993 (FMLA);

The amount of foster leave does not increase if an eligible employee has more than one child placed in foster care with the eligible employee. An eligible employee may not use more than four weeks (20 days) of paid foster leave within a single 12-month period, regardless of whether during that period more than one child is placed with the eligible employee for foster care.

An eligible employee may not use:

a. both foster leave and parental leave with respect to the same child;
b. both foster leave and adoption leave with respect to the same young child.

A certified part-time employee is eligible for a pro-rated amount of foster leave based on their employment agreement.

Bereavement Leave
In the event of a death in the immediate family, an employee may be granted bereavement leave according to the following guidelines.

1. Employees may be granted up to 5 days bereavement leave without pay deduction in the event of the death of a spouse or child.
2. Employees may be granted up to 3 days bereavement leave without pay deduction in the event of the death of any other immediate family member.
3. Two additional days of bereavement leave may be granted if travel time is needed. Travel must be in excess of 350 miles one way to qualify for additional days. Employees must provide travel verification information to their immediate supervisor.
4. If the death of an employee's mother or father results in the loss of the only remaining parent, up to 3 additional personal leave days may be taken to deal with estate issues. The 3 additional days must be taken within one calendar year of the parent's death.

Jury or Witness Duty
Employees are required to provide the Director with copies of court notices or subpoenas as soon as possible after receiving such notification. Lakeview Academy will pay an employee equivalent to their regular pay during the jury or witness leave period. Any amount paid to the employee for service as a juror or witness, excluding mileage, will be deducted from the employee's regular pay. Leave time will be documented under the heading "Jury Duty" or "Witness in Court" on the Absence Record form.

This policy does not apply to an employee who is party to litigation.

Military Leave
Lakeview Academy will adhere to all state and federal guidelines regarding military leave.

Family and Medical Leave
Employees may take unpaid leave per the terms of the Family and Medical Leave Act.

Notification of Absence
Employees must notify the office no later than 7:00AM the day of the absence. In the event of an emergency, employees must notify the office as soon as possible.

Adopted:

Last Reviewed/Revised: October 8, 2026

Legal References:

Federal

Family and Medical Leave Act

Utah

Utah Code 53G-11-209

Utah Code 63A-17-511

Certification

The undersigned officers and/or directors of Lakeview Academy certify that this Benefits and Leave policy was duly adopted as of and replaces all previous Benefits and Leave policies.

Signature: _____

Print Name: _____

Title: _____

Signature: _____

Print Name: _____

Title: _____