

Employee Handbook Update 502: Leave Updated 9/8/25

CEO Approval: 9/12/25

PC Approval: 9/23/25

Board approval: 9/24/25

Employees will be eligible to accrue paid leave on the first day of regular employee status.

Department Directors or designee will approve leave at their discretion or leave based on seniority which is determined from the date of regular status at Greater Opportunities.

When employee requests leave under a given leave classification, it will be charged against that classification.

Taking time off without approval from your direct supervisor may result in disciplinary action, up to and including termination of employment.

If an employee works extra hours (more than their standard work hours) within the pay period and they use benefit time in the same pay period (Vacation, Personal, Sick, Bereavement, etc.) then the extra hours will be deducted from their benefit time.

We will not deduct hours given to staff by the CEO, such as closing early for Holidays, inclement weather, or Head Start paid leave

If an employee uses more than one type of benefit time this is the order the extra time will be deducted from the benefit time.

- Personal Time
- Sick
- Vacation

Example: If a 35-hour employee works 35.5 hours in a pay week and they also have 7 hours vacation time in that pay period, the .5 hour will be removed from the vacation time so the employee will only use 6.5 hours vacation time. Hours worked per week in excess of 40 will be paid at the over-time rate.

No Pay: (definition - taking a day off without using accrued time or receiving any reimbursement for the time off) “No pay” days are not an option when employees have accrued vacation and/or personal leave time. If employees have no vacation/personal leave time, “no pay” days must be authorized by the Department Director or designee with approval from the CEO. Unauthorized “no pay” days may result in disciplinary action up to and including termination of employment. Sick leave may not be used to substitute “no pay”.