



<i>New Summit Charter Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Employee Benefits and Leave
Policy Number:	GBC-NSCA
Original Date:	10/15/2018
Last Reviewed:	05/07/2025
Category:	Board
Author:	Executive Director, Compliance Officer
Approval:	NSCA Board of Directors

## Employee Benefits and Leave

### Insurance Plans

NSCA's comprehensive benefits package includes several different plans for eligible employees. Employment benefits vary according to the position and status of the employee. To receive certain benefits, eligible employees may be required to meet participation requirements and pay required premiums and other contributions. Benefit plans offered by NSCA are defined in legal documents such as insurance agreements and summary plan descriptions. In the event information in this Handbook or other employee communication conflicts with the actual terms and conditions of coverage, the plan documents will control. Benefits described in this Handbook, including the types of benefits offered and/or the requirements for eligibility of coverage, may be modified or discontinued from time to time at NSCA's discretion as permitted by law. NSCA and its designated benefit plan administrators reserve the right to determine eligibility, interpretation and administration of issues related to benefits offered by NSCA.

Employees will have an opportunity to make changes to their benefit selections during the annual open enrollment period, which takes place in May of each year. Employees who experience a qualifying life event such as marriage, divorce or the birth of a child will also be allowed to make a change in their benefit selection when that event occurs, in accordance with the terms of the plan document.

In the event you take a personal or other leave of absence, please consult Human Resources to determine the impact the leave may have upon your benefits, including eligibility and/or making any required premium payments. NSCA currently offers these plans:

- MEDICAL INSURANCE PLAN - helps pay covered medical expenses for you and your eligible family.
- LIFE INSURANCE PLAN - provides term insurance coverage at group rates.
- SHORT-TERM DISABILITY (STD) PLAN - helps replace your salary if you suffer a covered disability for a short period
- LONG-TERM DISABILITY (LTD) PLAN - helps replace your salary if you suffer a covered disability for an indefinite period.

- DENTAL INSURANCE PLAN - provides to you and your eligible dependents dental coverage at group rates.
- VISION INSURANCE PLAN - provides to you and your eligible dependents vision coverage at group rates.

For more information about these plans, including the terms, conditions, or eligibility requirements, please refer to the Summary Plan Description or contact the Business Office.

### PERA Retirement Plan

NSCA participates in the Public Employee Retirement Association (PERA). All employees receive this benefit. The employee contributes a percentage of their salary and NSCA contributes a percent equal to or more than the employee's contribution. Visit the PERA website at [www.copera.org](http://www.copera.org) for more information.

Additional optional voluntary retirement plans are also available to the employees. Information on these plans is available through our Director of Human Resources.

### Safety/Incident Reporting/Workers Compensation Insurance

All employees are covered by Worker's Compensation Insurance at the time they are hired. An employee who becomes injured while at work should report their injury to the Director of Human Resources in writing as soon as they are able within 10 days after the injury. . NSCA pays 100% of the premiums for this important coverage.

If medical treatment for an on-the-job injury is needed, it must be obtained from one of NSCA's designated physicians. If not, the employee may be responsible for the cost of medical treatment.

To the extent required by C.R.S. 8-14.4-101, et. seq., and as long as the concern is reasonable and in good-faith, the School will not retaliate against, or interfere with, an employee raising reasonable concerns, including informally, to the School, an administrator, other employees, the government, or the public, about workplace violations of government health or safety rules, or a significant workplace health or safety threat; opposing or testifying, assisting, or participating in an investigation or proceeding about retaliation for, or interference with, the above-listed conduct. Further, an employee will be allowed to voluntarily wear their own PPE (mask, faceguard, gloves, etc.) if the PPE provides more protection than equipment provided at the workplace; is recommended by a government health agency (federal, state, or local), and does not make the worker unable to do his/her job.

## Sick Leave

NSCA Board of Directors recognizes that there may be times when an employee is unable to fulfill the duties of their position due to illness. Therefore, paid sick time is provided for all employees in accordance with this policy.

Employees receive 10 days of sick leave at the beginning of their contract year. Sick leave may be accumulated up to a maximum of 60 days.

Employees may use paid sick leave hours as soon as they are earned. The allowable reasons for use of paid sick leave are limited to the following:

- An employee has a mental or physical illness, injury, or health condition that prevents the employee from working;
- An employee needs to obtain a medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition;
- An employee needs to obtain preventative medical care;
- An employee needs to care for a family member who has a mental or physical illness, injury, health condition; or who needs to obtain a medical diagnosis, care, or treatment; or who needs to obtain preventative medical care.
- An employee or an employee's family member has been the victim of domestic abuse, sexual assault, or harassment and the use of the leave is to seek medical attention for the employee or the employee's family member to recover from a mental or physical illness, injury, or health condition caused by the domestic abuse, sexual assault, or harassment; or for the employee or employee's family member to obtain services from a victim services organization, mental health or counseling, or to seek relocation due to the domestic abuse, sexual assault, or harassment; or to seek legal services, including preparation for or participation in a civil or criminal proceeding relating to or resulting from the domestic abuse, sexual assault, or harassment.
- Due to a public health emergency in which a public official has ordered the closure of the Employer or the school or place of care of an employee's child and the employee needs to be absent from work to care for the employee's child.
- To grieve, attend funeral services or a memorial, or deal with financial and legal matters that arise after the death of a family member.
- To care for a family member whose school or place of care has been closed—or to evacuate the place of residence—due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in closure or the need to evacuate.

Employees may use sick time in as little as hourly increments and Family and Medical Leave Act ("FMLA") leave in as little as hourly increments.

Medical certification may be required to approve sick time pay for four or more consecutive days. Sick time does not apply during vacation leave or paid holidays.

In cases related to retirement for employees with five years or more of service and are PERA Retirement Eligible will be paid \$50 per day of unused sick leave up to a maximum of 30 days upon voluntary separation. Appropriate documentation will be required.

The School will retain records for each employee for a two-year period, documenting hours worked, paid HFWA leave accrued, and paid HFWA leave used. The School will provide documentation of the current amount of paid leave employees have (1) available for use, and (2) already used during the current benefit year, including any supplemental PHE leave. Information may be requested once per month or when the need for paid HFWA leave arises.

The School will not require disclosure of details relating to domestic violence, sexual assault, or stalking or the details of an employee's or an employee's family member's health information as a condition of providing paid HFWA leave. Any health or safety information possessed by the School regarding an employee or employee's family member will be maintained on a separate form and in a separate file from other personnel information; be treated as confidential medical records; and not be disclosed except to the affected employee or with the express permission of the affected employee.

### Public Health Emergency Leave

In addition, on the date a federal, state or local public health emergency is declared and until four weeks after the official termination or suspension of the public health emergency, each employee's accrued paid HFWA leave will be supplemented, as necessary, to ensure that an employee may take the following amounts of paid HFWA leave for the additional purposes defined below:

- For employees who normally work forty or more hours in a week, at least eighty hours of paid HFWA leave;
- For employees who normally work fewer than forty hours in a week, at least the greater of either the amount of time the employee is scheduled to work in a fourteen-day period or the amount of time the employee actually works on average in a fourteen-day period.

Accrued paid HFWA leave counts toward the total described above, meaning the total described above is the new maximum and not in addition to existing, accrued paid HFWA leave. Employees may use supplemental leave before other forms of leave. Employees are only eligible for the supplemental paid HFWA leave in the amount described above once during the

entirety of a public health emergency.

Additional purposes for taking paid HFWA leave during a public health emergency include an employee who needs paid time off to:

- Self-isolate and care for oneself because the employee is diagnosed with a communicable illness that is the cause of a public health emergency.
- Self-isolate and care for oneself because the employee is experiencing symptoms of a communicable illness that is the cause of a public health emergency.
- Seek or obtain medical diagnosis, care, or treatment if experiencing symptoms of a communicable illness that is the cause of a public health emergency.
- Seek preventive care concerning a communicable illness that is the cause of a public health emergency; or
- Care for a family member who is self-isolating after being diagnosed with a communicable illness that is the cause of a public health emergency; is self-isolating due to experiencing symptoms of a communicable illness that is the cause of a public health emergency; needs medical diagnosis, care, or treatment if experiencing symptoms of a communicable illness that is the cause of a public health emergency; or is seeking preventive care concerning a communicable illness that is the cause of a public health emergency; or
- With respect to a communicable illness that is the cause of a public health emergency:
  - A local, state, or federal public official or health authority having jurisdiction over the location in which the School is located or the School determines that the employee's presence on the job or in the community would jeopardize the health of others because of the employee's exposure to the communicable illness or because the employee is exhibiting symptoms of the communicable illness, regardless of whether the employee has been diagnosed with the communicable illness;
  - Care of a family member after a local, state, or federal public official or health authority having jurisdiction over the location in which the family member's place of employment is located or the family member's employer determines that the family member's presence on the job or in the community would jeopardize the health of others because of the family member's exposure to the communicable illness or because the family member is exhibiting symptoms of the communicable illness, regardless of whether the family member has been diagnosed with the communicable illness;

- Care of a child or other family member when the individual's child care provider is unavailable due to a public health emergency, or if the child's or family member's school or place of care has been closed by a local, state, or federal public official or at the discretion of the school or place of care due to a public health emergency, including if a school or place of care is physically closed but providing instruction remotely; or
- An employee's inability to work because the employee has a health condition that may increase susceptibility to or risk of a communicable illness that is the cause of the public health emergency.

After the four week period following a public health emergency, any remaining supplemental paid HFWA leave will be removed from the employee's paid HFWA leave total.

### **Paid Personal Leave**

The Board of Education recognizes that there may be times when an employee is unable to fulfill the duties of their position due to personal matters. Therefore, paid personal leave is provided for full-time employees in accordance with this policy. Employees receive five days of personal time at the beginning of their contract year. Paid Personal leave does not accrue and is not retained beyond the contract year. Personal days not used by the end of the fiscal year are to be added to the employee's sick leave balance for the following fiscal year.

Employees should submit a request for personal time to their immediate supervisor and the HR Manager at least three (3) days prior to the day for which it is requested. Requests for personal time less than three (3) days prior may be granted or denied at the discretion of their immediate supervisor and the HR Manager.

### **Leaves of Absence**

NSCA shall provide a plan for leaves and absences designed to help members of the staff maintain their physical health, take care of family and other personal emergencies, and fulfill mandatory military orders.

Such leaves and absences are granted in accordance with the law and the Board policies pertaining to specific types of leaves.

## **Vacation**

### **Vacations – Administrative Personnel**

All administrative personnel working full year (260/261 days per fiscal year) receive annual vacation time of twenty (20) days per year.

Vacation time for administrative personnel hired after the beginning of the fiscal year will be prorated. Vacation time must be used by June 30th in the fiscal year that it is given.

Administrative personnel shall be paid for any unused vacation time remaining at the end of the fiscal year, unless an exception is made by the Executive Director to carry unused vacation time to the next fiscal year.

### Vacations – Educational Support and Professional-Technical Personnel

All educational support and professional-technical personnel working full year (260/261 days) per fiscal year shall be entitled to vacation based on the following:

- Date of hire to end of first fiscal year - .83 vacation days per month
- One to three years - 10 vacation days
- Four years and up to and including ten years - 15 vacation days
- Eleven or more years 20 vacation days

Employees hired between April 1 and June 30 will be considered 1st year on July 1 of the following year.

Vacation days granted during a fiscal year must be used by June 30th of the following fiscal year. Unused vacation days shall be paid out if not used by the end of the fiscal year.

At the time of separation from NSCA, any earned but unused vacation time will be paid to the employee at their per diem or hourly rate of pay.

All requests for vacation time require the pre-approval of Administration. Vacation time may be taken in half-day or full-day increments only.

### Holidays

NSCA grants to all full year (260/261 days) personnel nine paid holidays each year. Paid holidays shall include federal holidays and other days as approved by the Board. The Board approved calendar shall specify the paid holidays and can be found on the NSCA website ([www.newsummitcharter.org](http://www.newsummitcharter.org)).

Should any one of the observed holidays occur during an employee's vacation period, the employee is not required to use a vacation day for the Board-approved holiday.

Holiday time is not counted as hours worked in the computation of overtime. Full-time/full



year, non-exempt employees who are requested to work on a board approved holiday will be paid their regular pay for the holiday in addition to their hourly rate of pay for the hours worked.

Holiday pay is not granted to school-year employees. Employees on any leave of absence are not eligible for holiday pay.

### Snow Days and Delayed Starts

NSCA employees will receive regular compensation for official “Snow Days” and delayed starts. If the employee has already scheduled time off for a snow day or delayed start, the day will not be converted to a snow day and the pre scheduled leave will be applied.

For 2-hour delayed starts, employees and students are allowed to wear jeans. Staff will be allowed to wear a NSCA Spirit Wear-approved top.

### Transfer Credit – Educational Support Personnel

For the purpose of vacation day computation, personnel working a school-year calendar who subsequently transfer to a full year (260/261 day) calendar position will be given credit for the months and years of service to NSCA on a month-for-month basis.

### Family and Medical Leave (FMLA Leave)

NSCA provides up to twelve (12) workweeks of unpaid, job protected to eligible employees for the following reasons:

Incapacity due to pregnancy, prenatal medical care, or childbirth.

To care for the employee’s child after birth, or placement for adoption or foster care.

To care for the employee’s spouse, son or daughter, or parent, who has a serious health condition.

Serious health condition that makes the employee unable to perform the employee’s job.

### Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active-duty status in the Armed Forces, National Guard, or Reserves may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending



post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

### Benefits and Protections

During FMLA leave, NSCA maintains the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. Employees must continue to pay their portion of any insurance premium while on leave. If the employee is able but does not return to work after the expiration of the leave and did not notify NSCA of their plans to separate employment before their leave was to begin, the employee will be required to reimburse NSCA for payment of insurance premiums during leave.

Upon return from FMLA leave, most employees are restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Certain highly compensated employees (key employees) may have limited reinstatement rights.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. Funeral leave or employee's jury duty pay are not granted on unpaid leave. Paid leave time continues to accrue while on FMLA.

### Eligibility Requirements

To be eligible for leave under this policy, an employee shall have been employed for at least twelve (12) months (although it may not need to be consecutive), for one thousand two hundred and fifty (1,250) hours during the twelve

(12) month period preceding the commencement of the leave. A full-time classroom teacher shall be deemed to be eligible for family and medical leave.

### Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the

functions of the employee's job or prevents a qualified family member from participating in school or other daily activities. The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition."

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive full calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

### Use of Leave

The maximum time allowed for FMLA leave is either 12 weeks in the 12-month period as defined by NSCA, or 26 weeks as explained above. (NSCA uses their fiscal calendar as the basis of the 12-month period. For planning purposes, the fiscal year runs from July – June.)

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt NSCA's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Employees taking intermittent or reduced schedule leave based on planned medical treatment and those taking intermittent or reduced schedule family leave with NSCA's agreement may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodates that type of leave.

### Substitution of Paid Leave for Unpaid Leave

NSCA requires employees to use accrued paid leave while taking FMLA leave. Paid leave used at the same time as FMLA leave must be taken in compliance with NSCA's normal paid leave policies.

If an employee's leave of absence does not constitute paid leave as defined in NSCA's paid leave policies, the employee cannot use accrued paid leave, but can take unpaid leave. FMLA leave is without pay when paid leave benefits are exhausted.

### Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with NSCA's normal call-in procedures.

Employees must provide sufficient information for NSCA to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities; the need for hospitalization or continuing treatment by a health care provider; or circumstances supporting the need for military family leave. Employees also must inform NSCA if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees also may be required to provide a certification and periodic recertification supporting the need for leave. NSCA may require second and third medical opinions at NSCA's expense. Documentation confirming family relationship, adoption, or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied. Continued absence after denial of leave may result in disciplinary action in accordance with NSCA's attendance guideline. Employees on leave must contact the Human Resources Manager at least two (2) days before their first day of return.

### NSCA's Responsibilities

NSCA will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, NSCA will provide a reason for the ineligibility.

NSCA will inform employees if leave will be designated as FMLA protected and the amount of leave counted against the employee's leave entitlement. If NSCA determines that the leave is not FMLA-protected, NSCA will notify the employee.

### Unlawful Acts

FMLA makes it unlawful for NSCA to:

Interfere with, restrain, or deny the exercise of any right provided under FMLA.

Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

### Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against NSCA.

FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides greater family or medical

leave rights.

### FAMLI Participation

As a local governmental entity, NSCA has voted to opt-out of participating in the FAMLI state-run family leave program. All employees of the Organization have the ability to participate in FAMLI on an individual basis. FAMLI provides benefits and protections, including partial income protection for eligible employees who are temporarily unable to work due to their or a family member's qualifying medical or legal reason, specifically, for the care of a newborn, adopted child, or fostered child; to care for a family member with a serious health condition; for the employee's own serious health condition; for qualifying military exigency leave; or to address safety needs or the impact of domestic violence and/or sexual assault. Partially paid leave is available for up to 12 weeks in a calendar year or up to 16 weeks under certain circumstances related to pregnancy and childbirth. Employees should notify Human Resources at least 30 days prior to using any such FAMLI leave or as soon as practicable. Please see Human Resources to obtain additional copies of the required notices to employees of local government employers who have opted out of FAMLI that are distributed upon hiring.

### Medical Leave of Absence (Non FMLA Eligible)

Employees who have not worked 12 months or 1,250 hours are not eligible for the FMLA guideline. Those employees may be provided a medical leave of absence to be used in a block of time, in limited circumstances. Such a leave would include time off for an employee's illness, pregnancy-related disability, or an employee's injury, whether on or off the job.

For a medical leave to be granted, the following conditions must be met:

- The employee notifies the immediate supervisor as soon as possible of the need for medical leave.
- The employee submits to the supervisor a written statement from a medical provider outlining the reason for leave and the estimated time needed. (NSCA may require the employee to obtain an opinion from a medical provider selected and paid for by NSCA.)
- Approvals are obtained from the immediate supervisor and the Human Resources Department prior to the leave.
- All available sick leave and earned vacation are used at the beginning of the leave of absence. Medical leave (non-FMLA) runs concurrently with the receipt of vacation, sick leave, short-term disability (if applicable), and workers' compensation, whenever applicable.

- Medical leaves (non-FMLA), and any extension of leaves, will generally be limited to no longer than six calendar weeks. An employee who is ready to return to work from leave should present a medical provider's statement indicating ability to return to work. If an employee is unable to return to work at the end of FMLA/extended leave, the employee may be entitled to additional accommodation under the Americans with Disabilities Act or other law. The employee must supply sufficient information from their medical provider indicating that he or she has a covered disability and when the employee will be able to return to work with or without reasonable accommodation. Any accommodation must not result in undue hardship to the employer. Potential accommodations will be determined in an interactive process between the employee and NSCA.

Because of the nature of our business, we may not be able to hold your position open during your leave. In the event your job is filled, you will be considered along with other candidates for any vacant position for which you are qualified. There is no job guarantee.

NSCA currently continues medical and life insurance benefits for an employee on leave for a maximum of twelve weeks, as long as the employee continues to pay the employee's portion of the premium. If benefit costs exceed the employee's monthly pay, the employee must submit a check to New Summit to cover the expense of the benefit cost.

Vacation and sick leave will not accrue during a medical leave of absence. Holiday, funeral pay, or employer's jury duty pay will not be granted during the leave.

Part-time employees are not eligible for leave under these guidelines except as required for a disability.

### Unpaid Personal Leave of Absence

An employee, having completed three (3) consecutive years, may request an unpaid personal leave of absence for one (1) school year. The employee must have fully completed the third year in order to be eligible for this leave of absence. Such a request must be submitted in writing to the Business Office, stating the purpose of the leave. The leave request must be reviewed and approved by Administration and, if applicable, Business Manager.

Normally, such a request should be submitted as soon as possible preceding the school year in which the leave is to be taken but no later than March 1st. Such leave will be considered upon recommendation of the Executive Director and with the approval of the NSCA Board of Directors.

However, NSCA may consider an extension based on the merits of the request and the needs of NSCA.

Notification of intent to return or request of an extension must be made in writing to the Human Resources department by March 1st prior to the school year in question.

While on unpaid personal leave, the employee does not accrue sick, paid personal, and vacation time. The employee's placement on the pay schedule is frozen while on personal leave. Holiday and snow day pay will not be granted during the leave.

Employees who return from an approved personal leave may be reinstated to a position of like status and pay if such a position is available and they are qualified. Given changing business needs, however, there is no guarantee of job reinstatement.

Employees should contact the Business Office to discuss how the personal unpaid leave will affect their benefits.

### Bereavement Leave

The Bereavement Leave Policy establishes uniform guidelines for providing paid time off to employees for absences related to the death of immediate family members and fellow employees or retirees of NSCA.

An employee who wishes to take time off due to the death of an immediate family member, employee or retiree of NSCA, should notify their supervisor as soon as possible. If an employee leaves work early on the day they are notified of the death, that day will not count as bereavement leave.

In addition to bereavement leave, an employee may, with Administration approval, use any available vacation for additional approved time off as necessary.

Bereavement pay is calculated based on the base pay rate at the time of absence, and it will not include any special forms of compensation, such as incentives, commissions, bonuses, overtime or shift differentials.

Paid bereavement leave will be granted according to the following schedule: Employees are allowed up to five (5) consecutive days off from regularly scheduled duty with regular pay in the event of the death of the employee's immediate family member.

For purpose of this policy, immediate family member is defined as:

- Spouse/Domestic partner
- Child/Stepchild
- Parent/Stepparent
- Father/father-in-law
- Mother/mother-in-law
- Son-in-law/daughter-in-law

- Brother, sister, stepbrother, stepsister
- Adult who stood in loco parentis to the employee during childhood
- Brother-in-law, sister-in-law
- Aunt
- Uncle
- Grandparent
- Grandchild
- Spouse's grandparent

Employees are allowed one (1) day off from regular scheduled duty with regular pay to attend the funeral of friend, coworker, or other close relationship.

### Jury Duty

NSCA recognizes jury duty as a civic responsibility of everyone. When summoned for jury duty, an employee will be granted leave to perform their duty as a juror. If the employee is excused from jury duty during his or her regular work hours, he or she is expected to report to work promptly.

If employees are scheduled to work and provide confirmation of juror service, they receive regular pay for the first three days of jury duty.

Beginning the fourth day and thereafter, employees, as jurors, are paid \$50.00 per day by the State of Colorado for state district or county court jury duty. For jury duty in excess of three days, employees receive the difference between jury duty pay and their regular pay up to a maximum of ten days (80 hours). Jury duty leave beyond this time is without pay from NSCA.

### Domestic Abuse Leave

Employees subjected to domestic abuse may be eligible for a leave of absence. Please see the Business Office for more information.

### Military Leave

Employees granted a military leave of absence are re-employed and paid in accordance with the laws governing veteran's reemployment rights. NSCA pays for the first 15 days of leave. After that time, leave is without pay.

### Voting

Voting is an important responsibility we all assume as citizens. We encourage employees to exercise their voting rights in all municipal, state, and federal elections.



Under most circumstances, it is possible for employees to vote either before or after work. If it is necessary for employees to arrive late or leave work early to vote in any election, employees should arrange with their supervisor no later than the day prior to Election Day.

**Legal Refs:**

- C.R.S. 22-1-112 (school year – national holidays)
- 29 U.S.C. 2601 et seq. (Family and Medical Leave Act)
- 29 C.F.R. Part 825 (regulations)
- C.R.S. 14-15-101 et. Seq. (Colorado Civil Union Act)

**Cross Refs:**

NSCA Employee Handbook

**Revision History**

Date	Revision Details	Revised By
10/15/2018	Approved	Board, Executive Director
05/07/2025	Approved	Compliance Officer, Board