

## Aspire Public Schools Work and Accrual Calendar

<u>Regular, Exempt, Full-time Teammates</u> <u>(30+ hours/week)</u>				<u>Regular, Non-Exempt, Full-time Teammates</u> <u>(30+ scheduled hours/week)</u>			
	<b>Campus Operations Manager</b>	<b>Home Office, Regional Office, Principals, Coaches, Deans, Academic Counselors, Business Managers</b>	<b>All other Exempt School Site Positions (Teachers, Ed Specialist, Intervention Specialist, Counselor, After School Director, etc)</b>		<b>Building Manager &amp; Custodian</b>	<b>Home Office, Regional Office, School Site Year Round Positions (Noted by YR after title)</b>	<b>All Other Non- Exempt School Site Positions (Office Manager/Assistant, Campus Monitor, Instructional Aide, After School Educator, etc)</b>
<b>Scheduled Work Days</b>	249	235	196	<b>Scheduled Work Days</b>	249	235	187-212
<b>Sick Accrual</b>	12	12	7	<b>Sick Accrual</b>	12	12	7
<b>PTO Accrual</b>	12	12	3	<b>PTO Accrual</b>	12	12	3
<b>Paid days off (breaks &amp; closures)</b>	0	14	53	<b>Paid days off (breaks &amp; closures)</b>	0	14	School Site Winter Break*
<b>Paid Federal Holidays</b>	11	11	11	<b>Paid Federal Holidays</b>	11	11	11
<b>Total Possible Paid Days Off</b>	<b>35</b>	<b>49</b>	<b>74</b>	<b>Total Possible Paid Days Off</b>	<b>35</b>	<b>49</b>	<b>28*</b>

### Additional Policies and Information regarding the Aspire Teammate Accrual & Work Calendar

- Teammate work calendar is determined by job title. For a complete listing of job titles and their respective accrual calendars, please email Employee Services at [benefits@aspirepublicschools.org](mailto:benefits@aspirepublicschools.org).
  - Paid Days Off
    - o For teammates on the 235 calendar, paid days off are set in every region. Please see your regions paid days off by school year as posted on MyAspire or contact your Regional HR Generalist.
    - o For teammates on the 196 calendar, paid days off are school breaks that are determined by your Area Superintendent. Please see your schools calendar for those dates.
    - o For teammates on the 196 calendar, if all 196 days of the work calendar are not worked, salary during the Paid Days off will be pro-rated to match the percentage of the days worked.
  - PTO days are capped based on your work calendar- please see the Employee Handbook for your calendars cap; Sick days are never capped and roll over from year to year.
  - Temporary and Part-Time Employees will receive Sick Time in compliance with State and Federal legal requirements- please see the Employee Handbook for updates to this policy. Temporary and Part Time employees also do not receive any holiday pay or paid days off.
  - Teammates who work full-time for at least 1 year and reduce to part-time in the same position retain pro-rated PTO & sick accruals at a rate of 50%
- \*This number is based on average number of days off in a winter break. Each school site will set their own winter break so these days will vary from school site to school site. Please see school site master calendar for total number of days off at winter break.