

New Haven Ecology Project

SY 2021-2022: Attendance Policies Quick Reference Guide

	New Haven Ecology Project Full-Time 12-Month Employees
Length of Day	Varies depending on position and duties. Staff will work with their manager to determine standard work hours.
Breaks	Staff work with their manager to make time for breaks as needed.
Campus Closures (not the same as CGHS closure)	Option to work from home or use this day as one of their days of paid time-off.
Overtime Pay	Non-Exempt Staff Only: Paid at a rate of 1.5 times a staff member's equivalent hourly rate for time worked over 40 hours in any work week.
Flex Time	12 month employees are free to leave campus as needed in consultation with their manager and provided it does not have a negative impact on job responsibilities. If a 12 month employee must be away from work for more than an hour, the provisions regarding partial day absence will apply.
Paid Time Off (encompasses personal, vacation and sick days)	<p>Paid time off includes the following:</p> <ul style="list-style-type: none"> ● 25 days during the calendar year for employees who have worked less than 3 full years at Common Ground; accrued at a rate of 1 day per pay period. ● 30 days during the calendar year for employees who have completed at least 3 full-time years at Common Ground; accrued at a rate of 1.25 days per pay period. ● 13 organizational holidays for FY 22 (July 1, 2021 - June 30, 2022) <ul style="list-style-type: none"> ● Independence Day (observed on July 5) ● Labor Day (September 6) ● Indigenous Peoples Day (October 11) ● Veterans Day (November 11) ● Thanksgiving Day (November 25) ● Christmas Day (observed on December 24) ● New Year's Day (observed on December 31) ● Martin Luther King, Jr. Day (January 17) ● President's Day (February 21) ● Good Friday (April 15) ● Memorial Day (May 30) ● Juneteenth (observed on June 20) ● 1 Floating Holiday of your choice (may be taken on the day after Thanksgiving, a religious holiday you observe, a school holiday, or your birthday) Please coordinate this with your manager. ● Winter Break: NHEP staff are expected to work the equivalent of 2 days during the winter break. Work with

	<p>your manager to determine how to meet this requirement: Winter Break for SY 2021-2022 is December 24th-January 2nd</p> <p>PTO can be taken in increments of 1 day, .5 days or .25 days.</p> <p>Staff members will be docked 1 day of pay for each absence over their allotted PTO days. PTO days will be pro-rated based on start date.</p>
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	<p>Paid time off earned in one school year will roll over through the subsequent summer, but must be used by August 31st of the year where it's earned. No paid time off will be rolled over into the next school year.</p>
Late Arrivals	<p>2 late arrivals = 0.25 absences</p> <p><i>Staff members are expected to arrive at their agreed upon start time, but a 5 minute grace period is taken into account before they are considered "late" according to this policy.</i></p>

Partial Day Absences	<p>If a staff member needs to attend to a matter (sickness or personal) that will have them out of the building the following policy applies:</p> <ul style="list-style-type: none"> ● 0-2 hours = 0.25 absence ● 2-4 hours = 0.5 absence ● 4-6 hours = 0.75 ● 6+ hours = 1 absence <p>In each of the above instances, staff should complete a request form, providing 2 weeks' notice when possible.</p>
Communicating an Absence or Late Arrival	<p>Notify immediate supervisor by phone as soon as possible. Notice must be given no later than 1 hour before scheduled start.</p>

<p>FMLA this section amended as of January 1, 2022 to comply with state and federal law.</p>	<p>NHEP FMLA policies are as follows:</p> <ul style="list-style-type: none"> • Eligible staff members may take up to a total of 12 weeks of unpaid leave during any 12-month period for a qualifying event (see handbook for additional information re: qualifying events). • Eligible staff members may take up to a total of 26 unpaid weeks of leave in a single 12-month period to care for a military service member, where the staff member is the spouse, son, daughter, parent or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty while on active duty. • Eligible staff members may take up to a total of 16 weeks of unpaid leave in any single 24-month period for a qualifying event (runs concurrent with any days of disability leave).
<p>Leave for Medical Disability (including childbirth)</p>	<p>NHEP provides short and long term disability coverage to all employees at no cost when a staff member has a qualifying disability under this policy (see handbook for additional information re: qualifying events). Disability insurance will cover 60% of an employee's salary for the duration of the absence. NHEP provides up to 8 weeks of paid leave at 100% regular salary (NHEP provides a 40% supplementary benefit) to an eligible staff member who is absent from work due to their disability to the extent that the staff member is deemed disabled by the disability insurance carrier.</p>

	<p>To be eligible to receive 100% pay while out on leave, a staff member must have completed at least one full year of employment, must have satisfactorily followed the procedure listed in the "Leave of Absence" section of the handbook, and must apply AND be approved for short-term disability insurance benefits with NHEP's insurance carrier. Staff members may only take one paid disability leave in any 12 month period.</p> <p>NOTE: See handbook for more detailed information regarding specific qualifications as it relates to years of employment.</p>
<p>Caregiver Leave</p>	<p>An eligible staff member who is a caregiver of a newborn child or child accepted for adoption or foster care is entitled to up to 2 weeks of 100% paid caregiver leave. This leave runs concurrent with the aforementioned Disability leave. Staff members may take only one paid caregiver leave in any 12 month period.</p>

Amendment as of January 1, 2022 (replaces the FMLA section above)

On June 25, 2019, Connecticut passed Public Act 19-25, "An Act Concerning Paid Family and Medical Leave" (CT Paid Leave or CTPL) which created the [CT Paid Leave Program](#) and CT Paid Leave Authority and amended the Connecticut Family and Medical Leave Act (CTFMLA), with many of the Act's provisions becoming effective January 1, 2022. CTPL, the CTFMLA, as well as the federal Family and Medical Leave Act (Federal FMLA) provide up to 12 weeks of job-protected unpaid leave or paid leave benefits to certain employees for certain qualifying reasons. The New

Haven Ecology Project and Common Ground High School (Common Ground) comply with CTPL, the CTFMLA, and the Federal FMLA. The [CT Paid Leave Program](#), as administered by the CT Paid Leave Authority, provides paid leave benefits under CTPL for certain qualifying reasons for which an individual would be eligible for unpaid leave under the CTFMLA. In alignment with the relevant law, the following amendments to Common Ground's policies will be effective on January 1, 2022.

- Any employee who has been employed by Common Ground for at least 3 months is eligible to request and take job-protected unpaid leave from Common Ground under the CTFMLA for certain qualifying reasons. An employee may also be covered by and may request job-protected unpaid leave under the Federal FMLA if the employee has been employed for at least 12 months, worked at least 1,250 hours in the 12 months immediately preceding the request, and the reason for leave qualifies for coverage under the Federal FMLA.
- Eligible employees may take up to 12 weeks of leave in a 12-month period for qualifying reasons under both the CTFMLA and the Federal FMLA. If the employee is eligible under both the CTFMLA and the Federal FMLA, and the reason for leave is a covered reason under both laws, the 12-week leave entitlements will run concurrently (the employee will receive a total of 12 weeks of job-protected unpaid leave in a 12-month period). Any leave that is supported by disability insurance also runs concurrent to FMLA.
- Any employee who earned at least \$2,325 in the highest paying quarter of the first 4 of the 5 most recently completed quarters (wages can be combined from various employers), is eligible to apply to the CT Paid Leave Authority for up to 12 weeks of paid leave benefits in a 12-month period under CTPL in order to receive income replacement for leave taken for qualifying reasons under the CTFMLA.
- Paid leave benefits under CTPL are provided by the CT Paid Leave Authority, not Common Ground. Common Ground does not subsidize employee wages for leave under the CTFMLA or the Federal FMLA (except where an employee is eligible for income replacement under Common Ground's disability insurance as described under the Leave for Medical Disability policy). Employees may, but are not required to, use Paid Time Off to supplement approved leave under the CTFMLA and the Federal FMLA for qualifying reasons up to their 100% of their regular wages.
- There is no change to the Leave for Medical Disability (including childbirth) and the Caregiver Leave Policies described above and in the July 1, 2021 version of this document.