

TERMINATION OF EMPLOYMENT

Termination of employment is an inevitable part of personnel activity within any organization and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment may be terminated.

RESIGNATION - voluntary employment termination initiated by the employee.

NON-RENEWAL - voluntary employment termination initiated by the employee or an involuntary employment termination initiated by the organization, i.e., Haven not offering a renewal contract for an additional term. All Haven employees are contracted on an annual basis as “at-will” employees, and therefore have NO expectation of guarantee of continued or re-employment, i.e., renewal of annual contracts. Haven explicitly reserves the right to enter into a new contract or not to renew the contract of an employee at its discretion, with or without cause. Similarly, an employee has no obligation to renew his or her employment and may choose not to enter into a new contract or non-renew for any reason.

DISCHARGE - involuntary employment termination initiated by the organization, typically for performance and/or disciplinary reasons.

LAYOFF - involuntary employment termination initiated by the organization, typically for non-disciplinary reasons.

REDUCTION IN FORCE - involuntary employment termination initiated by the organization as a result of position elimination.

RETIREMENT - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Since employment with Haven is based on an “at-will” employment policy, both the employee and Haven have the right to terminate employment with or without cause at any time. Employees will receive their final pay in accordance with state law.

If you resign, you are to notify your supervisor in writing at least two (2) weeks before your last day of employment. In the event that you resign, to help Haven understand the reasons you’re leaving and address final pay and benefit issues, the HR Coordinator and/or principal, as appropriate, usually conducts an exit interview.

Employee benefits will be affected by employment termination in the following manner:

- All accrued, unused vacation time that is available at termination will be paid to eligible twelve (12) month employees who have worked for Haven in a twelve (12) month position for at least five (5) years. Employees who have not worked for Haven for at least five (5) years in a twelve (12) month position are not eligible to be paid for accrued, unused vacation time.
- All accrued, unused personal time that is available at termination will be paid to eligible ten (10) month employees who have worked for Haven in a ten (10) month position for at least five (5)

years. Employees who have not worked for Haven for at least five (5) years in a ten (10) month position are not eligible to be paid for accrued, unused vacation time.

- Ten (10) month non-instructional employees' benefits will end on the last day of the month of resignation or termination. Any summer premiums collected during the school year will be refunded to the employee.
- Ten (10) month instructional employees' benefits will end on the last day of the contract as long as the work requirements of the contract have been met, i.e.; the employee completed the school year. If the work requirements of the contract have not been met, the employees' benefits will end on the last day of the month of resignation or termination.
- Twelve (12) month employees' benefits will end on the last day of the month of resignation or termination.
- If insurance benefits were elected, continuation of coverage may be available under COBRA. Employees will receive documentation regarding insurance continuation under COBRA within 14-days of separation of employment.

DISABILITY

Short Term Disability

Short term disability is a Haven-paid core benefit that pays for a covered loss of earnings from a qualified disability on a short term basis. There is a fourteen day waiting period prior to benefits starting and benefits are paid at a rate of up to \$250 a week. Employees may use any accrued vacation and/or personal leave to cover the two week waiting period. If the employee has enough accrued vacation and/or personal leave to cover more than the waiting period, the employee is permitted to use such excess time before utilizing the short term disability program's benefits.

Short term disability benefits are paid weekly up to a maximum of eleven (11) weeks (the time period depending on the illness/injury) and a maximum of \$250 per week.

NOTE: Before returning to work, all employees having used the short term disability program must submit a doctor's note releasing them back to full duty.

- Twelve (12) month salaried employees: Twelve (12) month salaried employees may use vacation and/or personal leave that he or she has accrued to cover the required two (2) week waiting period. If an employee does not have enough vacation and/or personal leave time, he or she will enter into a "leave without pay" status before the short term disability benefits begin. In such circumstances, the employee's pay will be "trued up" and the employee will be paid for the days they have worked up to that point. When the employee returns to work, the employee's pay will be recalculated based upon the employee's daily rate and the number of days left to work in the contract period.
- Ten (10) month salaried employees: Ten (10) month salaried employees follow the same process as twelve (12) month salaried employees described above, except that ten (10) month

salaried employees may only use accrued personal leave for the two (2) week waiting period as they do not accrue vacation time.

- Twelve (12) month hourly employees: Twelve (12) month hourly employees may use vacation and/or personal leave that he or she has accrued to cover the required two (2) week waiting period. If an employee does not have enough vacation and/or personal leave time, he or she will enter into a “leave without pay” status before the short term disability benefits begin.
- Ten (10) month hourly employees: If a disability occurs during the school year, ten (10) month hourly employees follow the same process as twelve (12) month hourly employees described above, except that ten (10) month hourly employees may only use accrued personal leave for the two week waiting period as they do not accrue vacation time.

EMPLOYEE LEAVE

In order to ensure the accuracy of payroll, employees are required to turn in employee leave request forms in advance, or in the event of an emergency, before the end of the pay period. Failure to turn in employee leave request forms (except in an emergency), and to receive permission to take employee leave in advance, may lead to disciplinary action up to and including immediate termination.

NOTE: Except as otherwise provided herein, employee leave benefits (such as vacation, personal, and float) do not continue to accrue during the period of time in which an employee elects to take leave without pay. Unless otherwise provided herein, employee leave benefits do continue to accrue during periods of paid employee leave.

Vacation Time

Vacation time off with pay is available to eligible twelve (12) month full-time employees to provide opportunities for rest, relaxation, and personal pursuits. Only twelve (12) month full-time employees earn and accrue vacation time and are subject to the following guidelines. The amount of paid vacation time that twelve month employees receive each year increases incrementally depending upon the length of employment. All new employees must complete thirty calendar days of service before becoming eligible to use vacation time.

The vacation “benefit period” is from August 1st through July 31st of each school year. Vacation time will be accrued on a per pay period basis and employees must work for at least half, 50%, of the pay period to accrue leave time. Twelve (12) month employees who work more than thirty hours a week, but less than forty hours per week will receive pro-rated vacation time.

Beginning with the first day of employment, vacation time is earned/accrued according to the following schedule:

If the employee has been with Haven:	Vacation time earned:
Up to 5 years	6.66 hours per month/ 3.33 per pay period

More than 5 years, less than 10	10 hours per month/ 5 per pay period
More than 10 years	13.33 hours per month/ 6.66 per pay period

- Paid vacation time can be used in minimum increments of one (1) hour. To use vacation time, employees MUST request advance approval from their supervisors in writing by submitting an Employee Absence Form. Requests will be reviewed based on a number of factors, including school needs and staffing requirements. Failure to submit an Employee Absence Form in advance (except in the case of an emergency) may result in non-approval of vacation time.
- One-half (1/2) of an employee's annual vacation days will be advanced to the employee on August 1st or the first day of employment, whichever is later (although not yet accrued), and the employee's remaining one-half (1/2) of annual vacation days will be advanced on January 1st of that same school year. Employees cannot take more than one-half (1/2) of their total vacation days unless such excess time has been accrued. The monetary equivalent of any vacation time that an employee uses, but never earns/accrues during that year must be paid back to Haven and shall be deducted from the employee's last paycheck at the end of the contract year or upon the employee's resignation/termination, whichever occurs first.
- It is preferred that vacation time is taken when school is not in session and float time is exhausted.
- No vacation time can be used unless approved by the employee's supervisor/principal beforehand.
- Vacation pay will not be disbursed without an appropriately authorized Employee Absence Form being submitted. Vacation time is paid at the employee's base rate at the time of the commencement of the vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.
- All twelve (12) month employees may carry over a maximum of forty (40) hours of accrued vacation time each benefit period, or if the employee has been employed by Haven at least five (5) years in a twelve (12) month position, may sell back to Haven their unused vacation time over the maximum allowed rollover hours for the particular benefit period. No employee is permitted to carry over and accrue more than two hundred and forty (240) hours of vacation time at the end of a benefit period. PLEASE NOTE: The ability to roll over vacation hours in no way creates an expectation of re-employment with Haven (i.e., does not imply the offering of a new contract or renewal of existing contract of employment). Although an employee has unused vacation time at the end of a benefit period, Haven may nevertheless choose not to renew/re-employ that employee for the following year. In such circumstances (unless the employee is entitled to vacation time payout based on over five years of employment with Haven in a twelve month position), the employee will simply lose the earned but unused vacation time and will not be entitled to any additional compensation.
- If Haven's CEO or CFO requires, due to operational needs, that an employee cannot take his/her planned vacation and denies a written vacation request, the employee may roll over the vacation time to the next benefit period (even if the addition of this time to the employee's accrued vacation time creates an excess of forty hours) with written authorization from his/her supervisor.

This “operational needs rollover” must be approved by the CEO or CFO. If the original vacation request was not denied in writing, the employee may lose the opportunity to roll the hours over.

- Upon termination of employment, employees are eligible to receive pay for accrued, unused vacation time if they have completed at least five (5) years of full-time employment in a twelve (12) month position with Haven. If the employee has not worked for Haven for at least five (5) complete years as a full time twelve (12) month employee the employee is not eligible to be paid for accrued, unused vacation time.
- Any twelve (12) month employee who is employed by Haven for a minimum of one (1) full contract period, who leaves the employ of Haven for a period of less than twenty-four (24) months and then is re-employed by Haven, shall be entitled to the same vacation benefits held by the employee prior to the break in service.

Personal Time Off

Haven provides paid personal time off to all eligible employees for periods of temporary absence due to personal illnesses/injuries, illnesses in the family, or to attend to pressing personal business.

- If the employee is absent for three (3) or more consecutive days due to illness or injury, a physician’s statement verifying the illness or injury and its beginning and expected ending dates may be required. After three (3) days absence and with proper medical certification, the employee may be eligible for Family and Medical Leave Act (“FMLA”) leave, if applicable. Employees must apply for FMLA through the HR Coordinator.
- Before returning to work from an absence of three (3) days or more due to sickness, the employee may be required to provide a physician’s verification that the employee may safely return to work. The employee may not be able to return to work without the physician’s verification.
- Eligible employees will accrue personal time off based on his/her position classification and status.
- PLEASE NOTE: If you fail to report to work promptly following the expiration of an approved leave of absence, Haven will assume you have resigned from your position.

Benefit Period:	The personal time benefit period is August 1 st through July 31 st of each year
Eligibility:	<p>10-month full-time employees are entitled to accrue one day per month, from August through May, with a maximum of ten (10) personal days per benefit period. Five (5) personal days will be available to the employee on the first day of each benefit period (although not yet accrued), and the remaining five (5) days will be available on January 1 of that same year.</p> <p>12-month full-time employees are entitled to six (6) personal days per benefit period, accrued at four (4) hours per month, and employees must work at least half (50%) of the pay period in order to accrue time. Three (3) personal days will be available to the employee on the first day of each benefit period (although not yet accrued), and the remaining three (3) days will be available on January 1 of that same year.</p> <p>The monetary equivalent of any such time that was used but never accrued during that year must be paid back to Haven and shall be deducted from the employee’s</p>

	last paycheck at the end of the applicable contract year or upon the employee's resignation/termination, whichever occurs first. Employees who work more than thirty (30) hours a week, but less than forty (40) hours per week will receive prorated leave time. Employees must work at least half (50%) of their pay period in order to accrue time.
Leave Pay Calculation:	The value of an employee's personal leave pay is based on the employee's base pay rate at the start of the absence and does not include incentives, commissions, bonuses or any other additional compensation.
Unused Leave Time:	<p>10-month employees who have accrued, unused personal leave at the end of the school year will carry over a maximum of sixteen (16) hours of personal leave time each year. All unused personal leave in excess of the sixteen (16) hours that is carried over will be paid out at the employee's rate of pay at the end of the contract. However, no employee is permitted to carry over and accrue more than twenty-two (22) personal days at the end of a benefit period. Upon separation of employment, any carried over personal leave time may be paid out to the employee if the employee has been employed by Haven at least five (5) years in a (10) ten month position.</p> <p>PLEASE NOTE: The ability to roll over personal hours in no way creates an expectation of continued or re-employment with Haven (i.e., does not imply the offering of a new contract of employment). Although an employee has unused personal time at the end of a benefit period, Haven may nevertheless choose not to renew/re-employ that employee for the following year. In such circumstances (unless the employee is entitled to a personal time payout based on over five (5) year of employment with Haven), the employee will simply lose the earned but unused personal time and will not be entitled to any additional compensation. The value of any unused personal time is calculated at the employee's then existing rate of pay.</p> <p>12-month employees are not eligible to rollover accrued, unused personal leave time and are not eligible to receive a pay out of such time. All accrued, unused days will be forfeited at the end of each benefit period.</p>
Requirements:	<p>Employees who are unable to report to work due to illness or injury should notify his or her supervisor before the scheduled start of the workday. If an employee has not already done so, his or her Employee Absence Form must be turned in as soon as the employee returns. Employee Absence Forms must be turned in prior to the end of the pay period. Failure to do so may result in a deduction in pay for those days not accounted for and may also result in disciplinary action.</p> <p>Except in the case of illness or injury, personal leave MUST be submitted in writing at least three (3) days in advance, and may be granted or denied at the sole discretion of Haven. Employees MUST submit an approved Employee Absence Form to payroll.</p>

NOTE: Personal days **MAY NOT** be taken just prior to or immediately following a school holiday, during the first or last two weeks of school or during testing. Unauthorized absences may result in disciplinary action.

Float Time

Twelve (12) month full-time employees are given seven (7) days of "float time" per benefit period, accrued at two and one-third (2.33) hours per pay period. Employees must work half (50%) of the pay period in order to accrue time. Float time should be used during periods in which Haven is closed, unless supervisor permission is granted. Twelve (12) month employees should be advanced all seven (7) days of float time on the first day of each benefit period (although not yet accrued). If there is accrued, but unused float time at the end of the benefit period, said float time will be forfeited. The monetary equivalent of any float time that an employee uses but never earns/accrues during that year must be paid back to Haven and shall be deducted from the employee's last paycheck at the end of the applicable contract year or upon the employee's resignation/termination, whichever occurs first.