

2025-2026 Employee Handbook Revisions, Effective January 1, 2026

Page 15:

If any employee has time off approved in the future and requests time off that would cause their PTO balance to become negative, they will remain approved for their future absence, but will be required to rescind the portion of their future absence in whole or part so that the amount of PTO necessary for the more current request is satisfied. For qualified leaves of absence, available PTO ~~may~~ **will** be paid out upon the inception of such leave and may be used concurrently to any days **considered a waiting period or elimination period for a qualified, approved** ~~for a~~ leave. **Except in the event of qualified leave(s),** employees must exhaust all available PTO prior to requesting or taking any type of unpaid time off/leave.

Pages 25-26:

LEAVES OF ABSENCE

LEAVE CONSIDERATIONS

To the extent possible, Nova Classical will coordinate all applicable leaves to run concurrently to the extent allowable under the law, with the exception that supplemental pay to “top off” during qualified leave through the use of accrued paid time off (PTO or ESST) will not be permitted. Intermittent leave must be used in increments of one (1) hour or more. Intermittent leave after the first 480 hours must be used in whole day increments through the duration of the leave. Employees who wish to request a Leave of Absence for any period longer than five (5) days, must submit the required request form located on the Staff page of Nova Classical’s website. Any employee who would like to apply for MN Paid Leave must complete their application directly with the State.

FAMILY AND MEDICAL LEAVE / PREGNANCY AND PARENTING LEAVE

Employees should contact Human Resources should the need arise for leave pursuant to the Family and Medical Leave Act or Pregnancy and Parenting Leave. Nova Classical’s Family and Medical Leave Policy and Pregnancy and Parenting Leave guidelines are set forth in Board Policy 410.

It is expected that employees will provide notice of such leaves as far in advance as practicable, and generally no more than 30 days prior to the beginning of foreseeable leaves. ~~Employees will be required to exhaust all PTO during such leaves and will not be granted unpaid time off until all accrued PTO has been exhausted.~~ During such qualified leaves, Nova Classical will maintain benefits coverage for eligible employees and employees will be required to remit payment to the Business Office for the employee portion of applicable premiums. Should a leave extend beyond the provisions of a qualified leave, benefits coverage will terminate until an employee is eligible to return to work. In this event, COBRA may be extended to eligible employees.