



POLICY

Effective Date: 06/01/2025

Wellness Break

Statement of Philosophy

Kids Central believes employee morale, mental health, productivity, and retention significantly improves by allowing employees to rest, recharge, and maintain a healthy work-life balance, ultimately leading to better performance and reduces burnout. This policy would give senior staff the flexibility to schedule paid days off a “wellness break” in our program calendar requiring staff to take the time to rest. Many staff have voiced that they really cannot take time off without worrying about job duties not being met to their satisfaction.

Procedure:

1. Only Full Year/Full Time employees who have completed 30 days of employment are eligible for the paid wellness days.
2. Kids Central will pay for up to five (5) consecutive eight (8) hour days for the wellness break. The company will be closed during these scheduled dates.
3. Wellness days are recognized as non-work time for employees. Therefore, wellness hours are not counted as hours worked to determine overtime.
4. Wellness hours are calculated based on the employee’s regular pay rate.
5. Employees on a non-paid leave of absence during the scheduled days are not eligible for wellness pay.
6. Wellness hours will not be paid out upon or after receipt of resignation or termination of employment.
7. The wellness break will be scheduled in either May, June or July.

Employees’ Responsibilities:

- Teaching staff will inform parents of the dates scheduled. Program calendars will be given to parents during home visits which will have the dates marked for closure and parents will be reminded of the date of closure at least 15 days prior.



- Employees should not work during the wellness break.

Senior Management Responsibilities:

1. Management will foster employee engagement by conducting a survey of eligible staff for the proposed dates of the wellness break annually.
2. Management will present the chosen dates to the Policy Council and Board of Directors on the annual program calendar for feedback and approval.

Conduct and Violations:

Any violations of this policy will be considered a serious offense subject to disciplinary action up to and including termination.

Professional Development:

Kids Central's Human Resources Specialist will provide training on this policy during orientation.