

## **SALARIED EMPLOYEE LEAVE POLICIES**

### **VACATION LEAVE**

Salaried employees who work at least half time are eligible for Vacation Leave. SDA-transfer employees accrue Vacation Leave according to the employee's total denominational tenure, based on full time-time equivalency.

Vacation Leave is granted each pay period to full-time salaried employees based on the following thresholds:

1. During the first four years of full-time denominational employment, 3.077 hours per pay period. The annual accrual is 80 hours (two weeks). The maximum accrual is 160 hours (four weeks).
2. For five through nine years of full-time denominational employment, 4.616 hours per pay period. The annual accrual is 120 hours (three weeks). The maximum accrual is 200 hours (five weeks).
3. After nine years of full-time denominational employment, 6.16 hours per pay period. The annual accrual is 160 hours (four weeks). The maximum accrual is 240 hours (six weeks).

Vacation Leave for regular part-time salaried employees is prorated based on the employee's percentage of full time employment using the formulas listed above. The years of service thresholds are met for part time employees based on the employee's years of full-time equivalency.

Vacation Leave begins to accrue from date of hire and is available for use after ninety (90) days of employment. It is automatically fed into the employee's Vacation Leave Bank until the bank reaches the maximum. Accrual then stops until time off is taken and the total falls below the maximum.

Vacation Leave may be used for vacation, personal business, or in place of sick leave if the sick leave bank has been depleted. Vacation Leave should generally be taken during the fiscal year in which it is earned. It is the responsibility of the employee to arrange his or her vacation with the supervisor or properly designated authority. A request for vacation should be made sufficiently in advance to allow for coverage of

duties except in an emergency when it is not known beforehand by the employee that leave will be needed. An absence under such circumstances should be reported immediately to the supervisor.

Holidays are not part of the vacation leave accrual and do not reduce the vacation leave bank.

Unused vacation leave may be accumulated from year to year up to the maximums listed above. In no case may an employee accumulate more than six weeks in a given year.

Unused vacation leave will be paid out to the employee under the following circumstance:

1. At the time of termination or retirement, unused vacation leave up to a maximum of six weeks shall be granted.
2. After 6 months of continuous disability, unused vacation leave up to a maximum of six weeks shall be paid out to the employee and vacation accrual will stop.

Vacation leave taken is reported each pay period to the department for which the employee works. The designated Kronos supervisor will add the amount taken to the Kronos Time and Attendance system. The hours used are reflected on the employee's paycheck stub, and will reduce the vacation leave balance.

## **SICK LEAVE**

All salaried employees are eligible for Sick Leave. Sick Leave is granted at the rate of 3.08 hours for full time employees. Sick leave for regular part-time salaried employees is prorated based on the employee's percentage of full time employment. The maximum annual accrual is 80 hours (two weeks). The maximum accrual is 760 hours.

Time in the employee's Sick Leave Bank may be used for preventive care, or for the diagnosis, care, or treatment of an existing health condition for the employee or a family member of the employee. Sick Leave may also be used by an employee who is a victim of domestic violence, sexual assault, or stalking to seek help or obtain a restraining order.

A request for sick leave should be made in advance when the employee has a scheduled medical appointment. An absence due to an illness should be reported to the employee's supervisor as soon as the employee is able, and before the beginning of their workday.

Sick leave taken is reported each pay period to the department for which the employee works. The designated supervisor will add the amount taken to the payroll Time and Attendance system. The hours used are reflected on the employee's paycheck stub, and will reduce the sick leave balance.

Each calendar year employees may use up to one half of their annual Sick Leave accrual (40 hours maximum) to attend to the illness of their child, parent, spouse, grandparent, grandchild, sibling or any other family member covered by law.

The Sick Leave Bank is a non-vested bank and upon termination no payment will be made from it. If the staff employee returns to the university as an employee in any capacity, the sick leave bank will be reinstated.

Portability of Sick Leave Bank. Accrued Sick Leave time may be transferred if an employee transfers directly to or from another denominational employer.

Part-time Work after Illness. An employee may return to work on a part-time basis after an extended illness or disability only upon written recommendation of the attending physician. The recommendation should include the estimated length of such part-time work. The actual time worked shall be paid at the regular rate. The balance may be paid from Sick Leave time if any is available.

Coordination with disability and worker's compensation.

Sick leave is used to supplement Short-term Disability and Worker's Compensation Total Temporary Disability payments. If an employee's sick leave bank is exhausted, the vacation leave bank will be used. After 6 months of continuous disability, any remaining sick and vacation balance will be cashed out to the employee and accrual will stop.