

Vacation and Sick Leave Policy for Administrative Staff
June 26, 2008 – Approved by Leadership Council
Effective January 1, 2009

Sick Leave Policy Statement

All full-time administrative staff are eligible to accrue up to 12 days (90 hours) of sick leave per year. Sick leave accrues at 7.5 hours per full month worked beginning on an employee's full-time hire date. The maximum sick leave balance that can be earned is 60 days or 450 hours. Full credit for a partial month worked is given to individuals who are hired on or before the 15th of the month. Sick leave does not accrue during medical leaves that require the use of the College's sick leave and short term disability benefits; sick time does accrue when an employee is on vacation. If an employee separates employment prior to the last working day of the month, s/he does not earn sick leave for the final month of employment.

Employees may not receive pay in lieu of sick leave while actively employed and upon separation of employment, accrued sick leave balances are not eligible for compensation.

Sick leave may be used for any illness and may also be used during times of pregnancy which requires time off from work. The length of time off due to a pregnancy is determined by the employee's physician. Maternity leave will be covered by the Sick Leave Policy and if necessary, by the Short Term Disability Policy.

Sick leave may also be used to care for the illness of an employee's spouse, dependent child, parent, or domestic partner for whom the employee has primary care responsibility. The College, through its managers/supervisors, reserves the right to request proof of illness from a physician when an employee is absent due to his/her illness/non-work related injury, or when an employee requests to use sick leave because of the illness of their spouse, dependent child, parent or domestic partner.

Vacation Policy Statement

All full-time administrative staff are eligible to accrue up to 20 days of vacation (150 hours) per year. Vacation accrues at 12.5 hours per full month worked beginning on the employee's full-time hire date. The maximum vacation balance that can be carried is 20 days or 150 hours. Full credit for a partial month worked is given to individuals who are hired on or before the 15th of the month.

Earned vacation may be taken at anytime with the approval of the employee's immediate supervisor. Unused vacation may accumulate from year to year until the annual maximum of 20 days has been reached. Vacation is not credited in advance of work to be performed, it must be accrued in order to use.

An employee may not receive pay in lieu of vacation while actively employed. Accrued vacation balances will be paid upon separation of employment. If an employee separates employment on or before the 15th of the month, s/he does not earn vacation for the final month of employment.

Change of Status

If an employee transfers from exempt to non-exempt status, or vice versa, existing balances will be transferred in accordance with the vacation and sick leave maximum accrual schedules that are based on exempt/non-exempt status. This may result in the loss of vacation.

Reporting Procedures

All employees will report vacation and sick leave usage on a monthly basis. 7.5 hours will be charged for a full day of sick leave or vacation. The minimum increment of sick leave/and or vacation that can be reported is ½ day (3.75 hours).

Every full-time administrative employee will complete a Vacation/Sick Leave Usage Report at the end of each month and forward it to his/her immediate supervisor for approval. The employee can access the current month's Vacation/Sick Leave Usage Report through the College's portal. After approving the Vacation/Sick Leave Usage Report, the immediate supervisor will forward it to Payroll Services. Vacation/Sick Leave Usage Reports are due in Payroll by the 7th of the month or the last working day before the 7th to record the previous month's usage. Vacation/Sick Leave Usage Reports are to be completed and submitted even if no vacation or sick leave was used in the previous month.

Vacation and sick hours used will be deducted from available balances and then monthly accruals will be added. Vacation and sick leave balances will appear on employee pay stubs. The vacation and sick leave balances appearing on the pay stub represent the accruals available effective at the end of the previous month.