

<b>Section Number:</b>	50	<b>Section Title:</b>	Human Resources
<b>Policy Number:</b>	50.60	<b>Policy Name:</b>	Paid Vacation, Personal, Sick, and Bereavement Leave
<b>Approval Authority:</b>	Board of Trustees	<b>Approval Date:</b>	01/18/2018
<b>Responsible Executive:</b>	VP of Finance and Administration	<b>Approval Date:</b>	12/015/2017
<b>Responsible Office:</b>	Human Resources	<b>Approval Date:</b>	11/18/2017

## 1. General Statement on Maria College Policy

Maria College formally adopts, issues, implements, and updates policies, and maintains them in its web-based policy library. Individuals responsible for developing, implementing, and maintaining (including revising and/or nullifying) policies must adhere to the Maria College policy on Formulation, Issuance and Maintenance of Maria College Policies. Faculty, staff and students are required to follow policies that apply to their respective roles.

## 2. Purpose

The purpose of this policy is to inform Maria College employees of the College's paid vacation, personal, sick, and bereavement leave employee benefits, and requirements for using them.

## 3. Scope

This policy applies to Maria College full-time regular employees.

## 4. Resources

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## 5. Definitions

## 6. Policy

### Paid Vacation Leave

In-keeping with its mission, Maria College recognizes that employees benefit from the opportunity for a period of rest and relaxation and grants vacations with pay to full time regular employees according to the following guidelines:

#### Amount of Vacation:

- 12-month full-time regular employees receive 1.44 hours of paid vacation leave per pay period for the first year of continued employment. For a total accumulation of one (1) week or (5) days.
- After one (1) year of continuous service, 12-month full-time regular employees receive 2.88 hours of paid vacation leave per pay period. For a total accumulation of two (2) weeks or (10) days.
- After five (5) years of continuous service, 12-month full-time regular employees receive 4.33 hours of paid vacation leave per pay period. For a total accumulation of three (3) weeks or (15) days).
- After ten (10) years of continuous service, 12-month full-time regular employees receive 5.77 hours of paid vacation leave per pay period. For a total accumulation of four (4) weeks or (20) days).

### Vacation Time Requirements:

Vacation time should be used within the fiscal year it is awarded. If not used, up to two weeks of this time may be carried into the following fiscal year.

If a designated holiday falls during an employee's vacation period, the employee will be eligible for another vacation day.

If an employee is ill or disabled during his/her vacation period, he/she will not receive additional vacation time unless he/she is hospitalized.

For work planning purposes, employee requests for vacation time must be submitted to and approved by the employee's immediate supervisor before the time it is used. If the employee's direct supervisor is unavailable, the request must be made to the next/most senior person. In case of conflicting requests, the employee's supervisor will exercise his/her discretion in scheduling vacations and will either honor the request submitted earliest or provide his/her supervisor and the respective employee involved a written explanation of the basis for his/her decision.

Employees must request all vacation time in the pay period that the time was used.

If an employee needs to change his/her requested and approved vacation schedule, he/she must also submit a request for the change to his/her immediate supervisor, which will be subject to the supervisor's approval before the time is taken.

If an employee does not have any available vacation time, time used for vacation will be unpaid pursuant to state and federal wage and hour laws.

Up to two weeks of unused accrued vacation time will be paid upon separation of employment if the employee voluntarily resigns, submits a letter of resignation to his/her supervisor and Human Resources, gives a two (2) week notice, and returns all College property in acceptable condition. The employee must work at least the remaining two (2) weeks unless the College waives the notice period.

Unused vacation time will not be paid if the employee is terminated for reasons other than lack of work.

### **Paid Personal Leave**

Upon date of hire, 9- and 12-month full time regular employees are eligible for three (3) days of paid personal leave per year. For work planning purposes, employee requests for personal time must be submitted to the employee's immediate supervisor, and approved by him/her as soon as possible before the time is used.

Supervisors must promptly report all used personal time to the Director of Business Affairs in the pay period that the time was used.

Personal time cannot be carried forward to a subsequent year, and payments for any unused personal leave will not be made. Unused personal time is forfeited by the employee, and not paid, upon termination of employment.

### **Paid Sick Leave**

Maria College provides full time regular employees with replacement pay in the event that they are unable to come to work due to their own sickness or injury, or for a doctor appointment for their own medical needs.

An employee must notify his/her immediate supervisors of any need he/she has to use sick time as soon as possible before the start of the employee's workday.

Supervisors must promptly report all used sick time to the Director of Business Affairs in the pay period that the time was used.

Medical evidence to verify the request may be requested after three (3) days of absence at the discretion of the employee's supervisor, under the advisement of the Human Resources Manager.

### **Upon date of hire**

- A full time regular employees accrue sick time at a rate of 2.88 hours per pay period.
- Nine (9)-month full time regular employees are eligible to receive up to eight (8) days of sick pay cumulative to a maximum of twenty-four (24) days with pay-- for occasional absence due to illness or injury.
- Twelve (12)-month full-time regular are eligible to receive up to ten (10) days of sick pay cumulative to a maximum of thirty (30) days with pay-- for occasional absence due to illness or injury.

Unused sick time is forfeited by the employee, and not paid, upon termination of employment.

### **Paid Bereavement Leave**

Full time regular employees will receive pay for time off needed to attend services and to attend to the immediate needs of the family in the event of the death of an immediate relative (i.e. partner/spouse, child, step-child, parent, parent-in-law, and sibling). If an employee must miss regularly-scheduled work time due to the death of an immediate relative, he/she will be paid for up to five (5) consecutive work days he/she is absent, including the day of the funeral.

In the case of the death of an extended relative (i.e. grandparents, grandchildren, great-grandparents, spouse's siblings, aunts, uncles), the employee will be paid for one (1) day of absence due to bereavement.

Employees may be required to provide evidence of the need to take time off for bereavement, and must provide evidence if the service is out of state.