

LEAVE POLICIES

Sick Leave

All eligible employees working more than 1,365 hours per benefit year will be entitled to regular pay for work lost from absences due to major personal illness/injury, pregnancy, surgery or other medical conditions which result in absences from work. The length of the absence will depend on the individual circumstances and will normally require a written statement from the physician as well as regular progress reports. The College reserves the right to secure a second medical opinion. Paid leaves will normally be limited to six weeks in any rolling calendar year with the exception of those cases where an employee is medically disabled. Paid leave will be used to reduce the 12-week entitlement for unpaid leave allowed by the Family and Medical Leave Act of 1993. Eligibility for Long-Term Disability Benefits (@ 60% of salary) begins after 26 weeks of disability.

A special category for absences of less than one week in duration include absences from work due to minor illness/injury, surgery or exposure to contagious diseases, which constitute a danger to the health of others by the employee's work attendance. Excessive absences, in the College's sole judgment, may result in disapproval of paid time off. Employee absences of greater than 5 work days normally require a written statement from an attending physician.

Vacation Policy

Paid vacations are available to those exempt, salaried staff who have position assignments that are based on work of 1,365 or more hours per benefit year. Employees whom the College, at its discretion, estimates will work more than 1,365 hours but less than full-time in the year in which the vacation is requested, will be awarded vacation time on a pro-rated basis using 2,080 hours as the normal full-time standard. Employees hired on the basis of working less than 1,365 hours per benefit year will not be permitted to take paid vacation time until the College, at its discretion, estimates the employee will work 1,365 hours per benefit year on a regular basis.

Full-time exempt, salaried staff with 40 hour per week, 12-month assignments will be eligible for twenty (20) days (160 hours) of paid vacation in a calendar year. Employees who work a partial year will have the twenty days pro-rated. All twenty days are not available immediately upon hire but should be scheduled on the basis of a normal accrual schedule (40 hours earned after 3 months, 80 hours earned after 6 months, etc.). The vacation time is calculated at eight hours per day (unless the employee works less than full time and has work days less than 8 hours - then the use of vacation time should be calculated at the hourly use level). Earned vacation time should normally be used within the calendar year but 80 hours of unused paid vacation time can be carried forward to the next calendar year with a written record clearly indicating the carry over amount. No more than 80 unused hours can ever be carried forward. Upon separation from Hope College, an employee will not be paid for more than 160 hours of unused vacation time and this time will only be paid if adequate records have been regularly filed with the Human Resources Office documenting the unused vacation days remaining. Each calendar year all exempt, salaried staff are required to complete a vacation use form (signed also by the supervisor) and on that form any unused hours carried over from a prior employment year must be documented.

In order to assist in the coordination of vacation schedules, each employee is required to submit his or her choice of vacation time to the supervisor for approval. Employees working during the academic year only must take their vacation time during the period of their assignment.

Holiday Policy

Hope College officially observes five (5) national holidays each year:

New Year's Day

Memorial Day

Fourth of July

Thanksgiving Day

Christmas Day

As an additional benefit to you, the College will also grant the following three (3) paid days off:

Day after Thanksgiving Day before Christmas Floating Holiday

NOTE: Labor Day is not considered a paid holiday as classes are in session and all College offices and departments must remain open.

Ordinarily, employees will not be expected to work on a holiday that falls on Monday through Friday. Holidays should be indicated on your time card and the number of hours normally worked that day added into the hours actually worked. Should a holiday fall on Sunday, it will customarily be celebrated on the following Monday. For the purpose of computing holiday compensation, these Mondays will be treated as holidays. When a holiday falls on Saturday, the College will normally designate the Friday before the holiday as a non-work day with pay. Compensation for holidays will be based on your regular hourly rate times the numbers of hours normally worked. Employees required to work on any of the five College paid national holidays will be compensated at twice the regular hourly rate (unless this is overtime work in which case the employee shall receive time and a half for overtime and half time for the holiday work) and will be awarded an equal time off later at regular pay but not to exceed 8 hours. Compensation for the other two holidays will be paid at the normal rate with an equal time off later.

Persons who normally work less than forty hours per week (but meet the 1,365 hour work minimum per benefit year) will be granted holiday compensation based on the number of hours normally worked on the day the holiday is celebrated. If work time varies, then this is defined as the average daily hours worked in the four work weeks prior to the work week in which the holiday occurs. This policy is also in effect for those people who are employed on an academic-year basis only. People employed during the academic year only would, therefore, not be entitled to holiday pay for Memorial Day or the Fourth of July.

Employees on an unpaid leave of absence, worker's compensation or paid disability leave will not be entitled to holiday pay for a holiday that occurs during their leave. In the event that one of the paid holidays occurs during an employee's vacation, the employee will be granted a replacement day of paid vacation.

College Shut-Down

The College closes the facilities from Christmas Eve through New Years Day. Salaried individuals who would have normally received pay during this time will continue to do so. For those individuals who must work during one of the shut down days, additional time equivalent to not more than 8 hours per day worked can be taken later.

Funeral Leave

Eligible employees will be excused, with supervisor notification, with pay, to make necessary funeral arrangements for a death in the immediate family. Immediate family and the corresponding amount of paid time is as follows:

- § From one day up to a maximum of five days paid leave will be available for the death of a spouse, child, step-child, parents, parents-in-law, or step-parents.
- § From ½ day up to a maximum of three days paid leave will be available for the death of grandparents, grandparents-in-law, brother or sister, brother or sister-in-law, step brother or sister.
- § From ½ day up to a maximum of one day paid leave is available for the death of an aunt, uncle, niece, or nephew.

Military Leave

The rights of workers to take leaves-of-absence to serve in the military are governed by federal laws. Reservist on active duty will be eligible for College pay equal to the difference between their military salary and their current College salary.

Jury Duty

Employees who are called to serve on jury duty during their normal work schedule will be compensated for the difference between pay for the jury duty and their regular College pay. Normally the College will issue regular pay for the time absent and employees will be responsible for assigning payment received for jury duty to the College (via Payroll Office) as a reimbursement for time already paid. An employee is expected to report for regular College work when temporarily excused from attendance at court. The employee's supervisor must be advised of any absences due to jury duty.

Family Medical Leave Act of 1993

Eligibility

Employees eligible to take a family medical leave of absence are those with at least twelve months of service who have worked at least 1,250 hours during the twelve months immediately preceding the commencement of the leave. Eligible employees are entitled to up to a total of 12 work weeks of family and medical leave during the rolling 12-month period measured backward from the date an employee uses any family or medical leave. Up to 26 weeks of leave is available for situations involving a covered family member's service in the Armed Forces.

Reasons for Leave

Family or medical leave will be granted to an employee only for one or more of the following reasons: the birth of a son or daughter, and to care for the newborn child; the placement of a son or daughter with an employee for adoption or foster care, and to care for the newly placed child; to care for a spouse, son, daughter, or parent who has a serious health condition; or a serious health condition that makes an employee unable to perform the functions of his or her position. If both spouses work for Hope College, combined leave time for new child leave or leave to care for a parent with a serious health condition is twelve weeks.

Eligible employees may also take leave for a covered family member's service in the Armed Forces ("Servicemember FMLA"). Servicemember FMLA provides eligible employees unpaid leave for any one, or for a combination, of the following reasons: a "qualifying exigency" arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty, or has been notified that he or she will be called to active duty, in the Armed Forces in support of a contingency operation. An eligible employee may take up to 12 workweeks of leave during any rolling 12-month period measured backward from the date an employee uses any family or medical leave. Leave for this reason, when combined with other FMLA-qualifying leave, may not exceed 12 workweeks in the rolling 12-month period: to care for a servicemember who is the employee's spouse, son, daughter, parent, or next of kin who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces, provided that such injury or illness may render the servicemember medically unfit to perform duties of the member's office, grade, rank or rating. An eligible employee may take up to 26 workweeks of leave during a single 12-month period to care for the servicemember. Leave to care for an injured or ill servicemember, when combined with other FMLA-qualifying leave, may not exceed 26 weeks in a single 12-month period.

Notice of Leave

In cases involving the birth or adoption of a child, planned medical treatment, or other circumstances where the need for leave is foreseeable, employees must give the College at least 30 days' prior notice of the need for a family or medical leave. In extenuating circumstances where 30 days' notice is not possible, the employee must give as much advance notice as is practicable. Employees must make a reasonable effort to schedule any medical treatment for a serious health condition so as not to unduly

disrupt or interfere their duties and/or the operation of the College. Employees must also follow the College's process for reporting absences even though the absence may be FMLA-covered.

Additional Information and Questions

FMLA has many facets and is complex, please review complete policy at http://www.hope.edu/admin/hr/benefits/forms/fmla_policy.pdf and/or if you have any questions about FMLA leave or would like to confidentially discuss if a particular situation is eligible for FMLA, please contact the Human Resources Department. This policy replaces any prior College FMLA policies.

Other Unpaid Leave

Requests for an unpaid leave not covered by the Family and Medical Leave Act of 1993 are not subject to automatic approval by the College. The individual circumstances of the employee (years of service, past record of absences, job responsibilities, etc.) plus the needs of the office/department must be carefully considered. Leaves should be applied for at least one week in advance by contacting the office/department supervisor. Such approvals are necessary since replacement personnel may be necessary.

Presidential Senior Staff approval may be required if deemed necessary by the Human Resources Office. Leaves beyond 20 work days are considered to be exceptional and will normally not be approved. Approved leaves will carry no salary but normal health, life, and disability insurance will be continued for those employees with a minimum of three years of service to the College.

If an employee is denied a leave of absence (and elects to leave anyway) or the time of the approved leave elapses without returning to work on the same basis as before the leave was granted, the employee shall be considered to have vacated his/her job with the College. Replacement personnel will then be hired to fill the vacancy. Should the individual desire re-employment with the College at a future date, the College will give consideration on the basis of his/her qualifications for any openings that might exist.