

# LEAVE POLICIES

## Personal Leave

Hope College recognizes the need for employees to occasionally be absent from work for reasons other than personal illness or death in the immediate family. This “personal time” with pay, may be allowed by the College, if requested in advance, and approved by the employee’s supervisor. Each January 1 the employee will receive a Personal Leave accrual of 16 hours (new hire’s personal leave hours are prorated during the calendar year in which they are hired). These hours may be used during the calendar year. Hours not used by December 31 each year will not be carried forward.

## Sick Leave

Hope College provides financial assistance to its employee when they are absent from work due to illness, hospitalization, or medical condition. The College has adopted the following sick-pay policy for those employees who: 1) worked 1,365 hours or more during the previous benefit year and are expected by the College to do so during the existing benefit year or 2) have worked or are expected by the College to work 1,365 hours or more during the existing benefit year.

The **Basic Sick Pay** benefit provides for payment at your normal pay rate for absences due to sickness not to exceed the number of hours you have accrued. Hours must be accrued prior to being paid. For all new employees, 16 hours of sick leave will be credited to your accrual on your first day of employment. This amount is prorated for new employees who work .67-.99 FTE. Following the initial accrual, the Basic Sick Pay benefit is then earned on an accrual basis at the rate of 40 hours per fiscal year per 1.0 FTE. Your hours do not have to be expended during the fiscal year since the plan provides for a “carry over” of benefits from one year to another. A maximum of 160 hours may be allowed to accumulate in your account at the end of any fiscal year. All accumulated hours above 160 will be deleted and payment made to you in the amount of 50% of your current hourly rate for those hours. Therefore, all employees will start each new fiscal year with no greater than 160 Basic Sick Pay hours.

Employees with sick pay hours greater than 160 hours on July 1, 1986, had a **Supplemental Sick Pay** account established for them. All hours above 160 were placed in this account and may be used to provide a 100% payment of the normal pay rate in the event the Basic Sick Pay benefit hours are fully expended. No new accrual of supplemental hours is allowed. If an employee retires from the College and has hours remaining in their account, payment will be made to them at 50% of their final pay rate.

**Basic Sick Pay** and/or **Supplemental Sick Pay** benefit hours may be used to satisfy the required elimination period for the Short Term Disability plan (see Short Term Disability section in handbook). Paid sick days taken in conjunction with the disability shall count toward satisfying the elimination period and unused paid sick time may be used to supplement the STD benefit – not to exceed 100% of the normal hourly rate.

Earned paid sick leave may only be used for the following reasons:

- § Personal illness or incapacity over which the employee has no reasonable control which prohibits the performance of the duties of the job.
- § Absence from work because of exposure to contagious disease which, according to public health standards, would constitute a danger to the health of others by the employee’s attendance at work.
- § Completion of appointments for medical / dental treatment when it is not possible to arrange such appointment for non-work hours.

In all cases when you must be absent, it is your responsibility to contact your supervisor with an explanation for your absences and approval of the absence. This must be done as soon as possible, prior to the start of the work day, so that arrangements can be made for a substitute when needed.

In the event of a work-related accident, the employee's sick pay benefits will be superseded by benefits available under the Worker's Compensation Act (see Worker's Compensation section in handbook).

### Short Term Disability

Short Term Disability payment is made at 60% of the normal pay rate up to a maximum of 26 weeks of coverage. Coverage begins on the 1st missed work day for an accident/non-elective surgery or 8th consecutive calendar day for an illness. The elimination period starts with the first work-day missed. Accident/Non-elective Surgery is defined as an event that results in a loss of a minimum of 8 calendar days – benefit eligibility will then be retroactive to the first missed workday. Recurrence of a prior disability within 6 months will result in the waiver of the elimination period. Returning to work on a part-time basis after a period of disability will result in benefits being paid on the un-worked hours required to meet the full-time schedule.

In the event of an extended illness or medical condition, your supervisor must be properly informed of your progress on a regular basis. The College reserves the right to request medical information from your doctor regarding any illness or medical condition and its relationship to your work. Excessive absences beyond accumulated sick leave, short-term disability, vacation time, or approved unpaid leave can represent a very real problem for the efficient operation of College and may result in replacement personnel being hired.

### Vacation Policy

Paid vacations are available to those employees who worked 1,365 hours during the previous benefit year and are expected by the College to do so during the year in which the vacation request is made. New employees hired on the basis of working less than 1,365 hours per benefit year will not be permitted to take paid vacations until the College, at its discretion, estimates they will work 1,365 hours during the year in which the vacation request is made. 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 request is made, will be awarded vacation time on a pro-rated basis using 2,080 hours as the normal full-time standard.

Eligible employees accrue paid vacation time up to a maximum of 80 hours (2 weeks) during each of their first five years of service according to the following formula: 1 vacation hour per 26 hours of work. After five years of service, employees shall be awarded vacation time on the basis of 1 hour per 17.33 hours of work (three weeks/maximum 120 hours per year). After 15 years of service, employees shall be awarded vacation time on the accrued basis of 1 hour per 13 hours of work (4 weeks/maximum 160 hours per year). Vacation may not be taken or vacation pay received until the requirements of the formula are met.

Should an employee select a week for vacation in which a paid holiday falls, a replacement day of paid time off will be granted. Employees working only during the academic year must take their vacation time during the period of their assignment. Except as expressly provided otherwise in the Handbook or in writing by the Director of Human Resources, vacation pay will not be awarded in lieu of approved vacation time actually being taken.

In order to better plan vacation schedules, each employee is required to submit his or her choice of vacation time to his or her supervisor for approval. Up to a maximum of 160 hours of unused accrued vacation time will be paid to the employee upon separation from employment.

### 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. For those days that are not already paid holidays, the following will occur:

- § For full-time staff who should have worked each day, the time will be considered paid leave.
- § For those employees who are on academic break, or would not have normally worked these days, the time off is without pay.
- § Part-time regularly scheduled employees will receive pay for only those days they would have normally been scheduled to work according to a pro-rated amount.
- § For those employees who may be required to work, normal pay at your regular rate will be given for hours worked, with an equal number of hours, up to a maximum of 8 hours per day, to be taken at a later date.

### 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. Reservists 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 and the employee's timecard must accurately report the time taken for 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](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.