

Sweet Briar College believes that paid time off is an important element to balance work and life – to give employees down time and a chance to deal with non-work issues. The College thus provides a variety of paid and unpaid leave options for its benefits-eligible employees.

**Paid Time-Off Accrual Chart (Effective July 1, 2017):**

<b>Paid Time Off Benefit Accrual</b>	<b>Non-Exempt Hourly Staff</b> • Full-time regular • Paid bi-weekly	<b>Non-Exempt Salaried Staff</b> • Full-time regular • Paid monthly	<b>Exempt Salaried Staff</b> • Full-time regular • Paid monthly	<b>Faculty</b> • Full-time regular • Paid monthly
Vacation Accrued Throughout the Fiscal Year* *(July 1 – June 30)	1.25 days per month, earning up to 3 weeks	1.25 days per month, earning up to 3 weeks	1.67 days per month, earning up to 4 weeks	0
Sick Leave	1 day per month, earning 12 days per year			
Floating Days	2 days per year (scheduled like vacation)			0

- New employees have a waiting period of 90 days to use any accrued vacation; any exceptions must be approved by their supervisor.
- For employees who work less than 1560 hours per year (less than an average of 30 hours per week year-round), no paid leave time (holidays, vacation, sick or floating days) is available (unless employee has grandfathered status).
- For sick and vacation accruals:
  - Employees hired prior to the middle of the month (typically the 16<sup>th</sup> of the month) earn that month’s accrual; employees hired in the latter half of the month do not earn the accrued time for that month.
  - Employees who terminate employment prior to the middle of the month do not earn that month’s accrual; employees who terminate employment in the latter half of the month earn the accrued time for that month.
- Maximum accumulation is 6 months of sick time (1040 hours).
- An employee hired before December 31 is allotted the full 2 floating days in their first year; an employee hired after December 31 earns 1 floating day in their first year.

**VACATION**

Benefits-eligible employees of the College are entitled to vacation as indicated in the chart above. All vacations must be approved by the employee’s immediate supervisor and taken in the appropriate fiscal year. In the 2017-2018 fiscal year, up to one week of unused vacation may be carried over into the subsequent year. If vacation is to be carried over, the employee must notify their supervisor and Human Resources. ***Carry over hours must be utilized by December 31 of the current fiscal year.***

Exceptional circumstances may enable an employee to carry over more than one week in subsequent years, but no more than two weeks, which still must be utilized by December 31 of the current fiscal year if approved; however, such circumstances must be pre-approved by employee’s VP/Dean and the Human Resources Director. An exception form request must be completed and receive the approved signatures for the time over one week to be carried over.

It is the responsibility of each department head to ensure that the “Employee Attendance Record” available on the Human Resources website is in place within the department for appropriately reporting and tracking accrued/earned and used time off for each employee. Employees should complete a “Time Off Request” form (also available on the HR website) for any time off. The College reserves the right to arrange vacation schedules in order to meet operating needs. Supervisors have the authority to enable employees to use up to a week of vacation before it is accrued (e.g.,

Essential employees who are required to work when the College is closed due to inclement weather will receive **an hour of vacation time for each hour worked**. Non-essential employees will be paid their regular workday. Those employees who judge that they cannot come to work because of the weather, but the College is not closed due to inclement weather, must use vacation time in order to receive their regular pay.

When a staff member terminates employment with the College, they will be compensated only for earned, unused vacation time; earned, unused sick time, holidays and floating days are forfeited upon termination. Any vacation used before earned will be deducted from an employee's final pay. If an employee submits a notice to terminate employment during a period where the College is closed for holidays, the employee must work the day following the holiday in order to be paid that holiday time.

### **FLOATING DAYS**

Floating Days will be granted on July 1<sup>st</sup> of each year (or upon hire during the first year of employment) and must be taken prior to June 30<sup>th</sup> of the same fiscal year. Floating days are to be scheduled like vacation days. Floating Days cannot be carried over to the next year. Unused Floating Days are not compensated upon termination of employment.

- An employee hired before December 31 is allowed two (2) floating days in their first year; an employee hired after December 31 earns one (1) floating day in their first year.

### **HOLIDAYS**

The College recognizes the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Wednesday before Thanksgiving
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day

During the Christmas holiday, Sweet Briar College is normally closed during the business days between Christmas Eve and New Year's Day. The College reserves the right to substitute days or deviate from this schedule based on the days Christmas and New Year's Day fall are recognized. Please note that some offices will need to remain open during the Christmas holiday to accommodate the public or provide necessary services, so employees should check with their immediate supervisor regarding their work schedule. **An employee required to work on a holiday will be given another day off with pay in lieu of that holiday.** These days must be used by June 30<sup>th</sup> and may not be carried over to the next fiscal year. The employee must obtain approval from his/her supervisor before taking the substitute day off.

Employees are eligible for holidays that occur during time actively at work. Full-time regular and part-time benefits-eligible employees are paid for holidays; other part-time and temporary employees are paid only for hours worked.

Sweet Briar College is closed during the Winter Holiday Break (typically the business days between Christmas Eve and New Year's Day). Please note that some offices will need to remain open during the holiday to accommodate the public or provide necessary services. Employees should check with their immediate supervisor regarding their work schedule. Employees required to work on a holiday will be given another day off with pay in lieu of the holiday; these days must be used by June 30<sup>th</sup> and may not be carried over to the next fiscal year. The full holiday list for each year can be found on the HR website.

**MEDICAL AND SICK LEAVE POLICY**

The following benefits are offered in addition to leave rights pursuant to the Family and Medical Leave Act.

**For Staff:**

Paid sick leave may be granted to full-time regular and part-time benefits-eligible employees due to personal illness, injury, or pre-scheduled medical appointments.

- Accrued sick leave may be used for illnesses or appointments for the employee's immediate family.
- In the case of recurring, frequent or lengthy absence, the department head or other supervisory staff may require the employee to submit a note from a doctor or other healthcare professional that verifies the employee's inability to work or need to care for an ill family member. (Please also see Family and Medical Leave).
- An employee who is sick is required to personally contact their immediate supervisor or their designee within two hours of their normal starting time or they may be charged with unauthorized absence. (Please see Reporting to Work).
- Unused sick leave may be carried over from one fiscal year to the next. Unused sick leave is not compensated at termination. **A maximum of 130 sick days (6 months = 1040 hours) can be accrued.**
- Employees who have more than 130 sick days (1040 hours) already accrued as of July 1 of a new fiscal year will retain their current accrual and will not accrue additional days until their accrual falls below 130 sick days; they will then accrue at the rate of one day per month (up to a total of 12 days per year).

**For Faculty:**

Medical leave for faculty will be granted when a faculty member is incapacitated for work because of illness, accident or because of absence due to serious illness or death in their immediate family. Full-time faculty earn twelve days of sick leave per year of service, up to the total of six months' accumulation. Coverage includes those on sabbatical leave or released time. A record of medical leaves shall be noted in the individual faculty personnel folder in the Dean's Office so that deductions from accumulated time can be made as necessary.

If absence from work is for a temporary minor illness or family emergency of no more than one workweek's duration, it is assumed that necessary arrangements will be made by the department concerned to provide for the work of the absent member. In the case of absence beyond one workweek due to illness, accident, or serious illness or death in the immediate family, arrangements shall be made for medical leave with the Human Resources department. In each such case a periodic report from the physician or consulting psychiatrist or licensed psychologist, as may be appropriate, shall be submitted to the Human Resources department. Return to service following medical leave (for illness or accident of a family member) shall also be approved by the physician or other healthcare provider.

In case of medical disability of a member of the faculty, the President in consultation with the Dean and/or the head of the department concerned, and the Human Resources department shall be responsible for making equitable arrangements for special and unusual cases not covered in these specifications, e.g., partial disability and subsequent arrangements for part-time work. In cases of non-faculty personnel the special arrangements shall be handled by the Human Resources department. In the case of total disability, income insurance benefits go into effect after six months.

Clearance to return to work shall be determined by the faculty member's attending health care provider and must be documented to the Human Resources department.

**COMPASSIONATE (BEREAVEMENT) LEAVE**

Three (3) days paid compassionate leave will be granted to all employees for a death in the employee's immediate family. These days will be paid for full-time regular and benefits-eligible part-time employees; unpaid days will be granted without impact to employee performance for temporary and other part-time employees.

**JURY DUTY/COURT APPEARANCE**

An employee who is summoned for jury duty may request leave, with or without pay, to perform this civic duty. The employee must notify their supervisor immediately of the summons so that arrangements can be made for their usual job responsibilities. All compensation that is received from the Court on regular workdays must be assigned to Sweet Briar College if the College has granted a paid leave. An employee who is compensated by the court at more than full wages for the period of jury duty will be entitled to retain the difference between the court payment and their wage compensation. In the event such reimbursement is not paid to the College, the amount received during the paid leave will be deducted from subsequent paychecks. During the period served on jury duty, the employee is expected to report to work on each day that services are not required by the court or if one-half or more of the workday remains following the completion of jury service.

Employees subpoenaed to appear in court must notify their supervisor immediately to arrange coverage of job responsibilities. Employees summoned or subpoenaed to court must provide written documentation to Human Resources. Based on circumstances, the appropriate time off will be arranged.

**REPORTING TO WORK AND CALL-IN POLICY**

Employees are expected to report for work as scheduled, on time, and be ready to proceed with work as outlined by their supervisor.

If an employee is unable to work due to sickness, etc., they should notify their immediate supervisor before normal scheduled work time, so scheduling can be accomplished to cover the absence. Failure by the employee to notify their supervisor in a timely manner that they will not be at the regularly scheduled shift will result in disciplinary action, up to and including dismissal.

**ON-CALL EXPECTATIONS**

Employees are expected from time to time, as conditions require, to work on-call as directed by their supervisor. Non-exempt employees will be paid for actual hours worked or a minimum of two (2) hours when called to campus to perform a job function before or after their normal scheduled work hours. Employees are expected to agreeably and satisfactorily perform the duties in their job description and any and all other duties of a similar nature and character that may be assigned.

**LEAVE FOR SERVICE TO NATIONAL GUARD OR RESERVE FORCES**

The College will grant up to two weeks leave of absence for employees who are required to serve on active duty in order to fulfill their commitment to the National Guard or Reserve forces. The College will reimburse the employee the difference between their College pay and military pay when proper documentation is presented. If the military pay exceeds the College pay, then the employee will not receive any compensation from the College during the period of time they are on active duty.

Employees called to serve in the Uniformed Services will be provided with benefits continuation and offered re-employment in compliance with the Uniformed Services Employees and Re-employment Rights Act of 1994 (USERRA) as well as any other state or federal laws. Employees called to service are asked to provide as much advance notice as possible and must provide their supervisor with written documentation of the activation order upon receipt.

**PARENTAL LEAVE**

**For All Employees:** Leave for pregnancy, adoption and/or child rearing comes under the specifications of the medical leave policy and College’s FMLA Policy.

- A recommendation in writing is to be made by the attending health care provider concerning the amount of time that the employee will need to be absent from work for medical reasons pertaining to childbirth.
- In addition to paid leave (including pay of accrued unused sick time), the employee may request to use vacation or unpaid leave in accordance with the Family Medical Leave Act of 1993.
- Such leave may be granted for adoptions and for non-birth parents or guardians of newborns (domestic partners, fathers, etc.).

**Staff: Parental Leave of Absence for birth or adoption**

**Benefits-eligible staff employees with at least one year of service and who worked at least 1250 hours in that year are eligible for FMLA and for Parental Leave as follows:**

For birthing parent or primary caregiver:

- Six (6) weeks SBC-paid leave at 100% of base pay (may precede or proceed birth, depending on medical situation)
- Up to six (6) additional weeks of leave (under FMLA), during which accrued leave will be used, thus providing pay if the employee has unused accrued sick, vacation time or floating days, with any remaining leave being unpaid.
- Parental Leave runs concurrent with FMLA

FMLA-Protected Leave of Absence for Childbirth or Adoption											
Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12
First 6 weeks paid at 100% by Sweet Briar College						Will be paid through use of: accrued sick time, accrued vacation time, floating days					
						May be unpaid if birthing parent or primary caregiver does not have any accrued time off available					

Note: If pregnancy results in birth parent’s own disability that extends beyond Parental Leave, employee enters the Extended Illness Pay process.

For a “secondary” caregiver (spouse or partner) who is a benefits-eligible staff member:

- May use up to two (2) weeks of sick leave to be paid
- Runs concurrent with FMLA

**Benefits-eligible staff employees with less than one year of service are not eligible for leave under FMLA. However, they are eligible for Parental Leave as follows:**

For birthing parent or primary caregiver:

- Two (2) weeks SBC-paid leave at 100% of base pay (may precede or proceed birth, depending on medical situation)
- Use of accrued sick time , vacation or floating days
- Unpaid Leave, if approved

Note: If pregnancy results in birth parent’s own disability that extends beyond Parental Leave, Unpaid Leave is the only available option, as the employee is not eligible for Extended Illness Pay.

A “secondary” caregiver (spouse or partner) who is a benefits-eligible staff member may use up to one week of sick leave to be paid.

**Faculty:** Please refer to the Family Leave Policy contained in the Faculty Personnel Manual regarding paid leave for childbirth/adoption. Additionally, any member of the faculty may request a year’s leave of absence for the purpose of child rearing, during the first academic year following the child’s birth, or at a later time if unusual circumstances make such a leave necessary. In such special and unusual cases, arrangements shall be made with the President in consultation with the Dean, head of the department concerned, and the Human Resources department. Such leave shall be without remuneration or other benefits provided by the College nor shall a leave be counted as a service to the College in calculating eligibility for sabbatical leave, tenure, or promotion.

**PROFESSIONAL TRAINING AND EDUCATION LEAVE POLICY**

As Sweet Briar College is an educational institution committed to undergraduate teaching, the College is also committed to the continuing education of **professional staff and administration**. The College encourages all employees to take advantage of seminars, conferences, in-house training, and coursework offered by the College to continually enhance expertise in their given area of responsibility. Each department is responsible for allocating budgetary resources to support on-going training related to the developmental needs of the department and/or the individual. Training of this type is usually two weeks or less in duration. An employee who feels that a longer absence is necessary may request unpaid leave. (Please refer to Unpaid Leave),

Under exceptional circumstances, periods of extended leave that directly relate to the best interests of the College may be considered on a case-by-case basis. If approved, the College may allow such leave to be taken in one of two ways: 1) Up to 3 months with full pay after 6 years of service; 2) Up to 6 months with half pay after 6 years of service.

This offer may be extended to full-time administrative staff. The purpose of the leave must be related to increasing professional skills within the employee's designated area of responsibility.

If the individual requesting Professional Education Leave has teaching responsibilities, the leave must coincide with semester periods so as not to affect multiple semesters. Normally, only one individual will be approved per year and the responsibility of ensuring adequate coverage for the absence will fall to the department head. All Professional Education Leave expenses will be charged to the departmental budget.

Requests for Professional Educational Leave should be submitted to the President's office at least six months prior to the intended leave, and must include the following:

- The length of the leave period
- A description of activities to be undertaken during the leave, including how the leave will benefit the college
- A proposal for provision of coverage during the leave period

The granting of leave is at the discretion of the President, after consultations with the department or division concerned and appropriate Senior Staff. Professional Education Leave is not granted automatically but only with due concern for the best interests of the College. Any individual approved for Professional Educational Leave will accept the offer with the understanding that he/she will commit to continuing his/her employment by the College for at least one academic year after returning from such leave. Fringe benefits coverage will continue during the leave period, based on the compensation in effect during the absence. It is the employee's responsibility to check with the Benefits Office to verify any potential adjustments to health benefits, retirement contributions, or other fringe benefits resulting from the leave period and to make any required contributions (e.g., for health insurance) in advance, if necessary.

**Faculty** should familiarize themselves with the Sabbatical Policies and Procedures in the Faculty Personnel Manual.

**UNPAID LEAVE**

**Faculty:** Please refer to Faculty Personnel Manual.

**Staff:** All full-time regular and part-time benefits-eligible employees may request an unpaid leave of absence from their immediate supervisor. An unpaid leave of absence is leave without pay and the granting of such leave will depend on the circumstances surrounding each request. The final decision on all unpaid leaves of absence will be made by the Vice President for Finance and Administration and the Human Resources department, and/or in consultation with another member of the Senior Staff. Upon being granted a leave of absence, the employee should arrange in advance with the Human Resources Office to continue benefits. Failure to do so may result in the employee being dropped from the benefit plans in which he/she is enrolled. The employee must reimburse the College for the full cost of each benefit while on unpaid leave.

**FMLA POLICY and PROCEDURE (FAMILY AND MEDICAL LEAVE ACT OF 1993)**

Under these policies, the College provides eligible employees with:

- Up to 12 workweeks of unpaid, job-protected leave in a 12-month period for certain family and medical

reasons, as specified below in the College’s Family and Medical Leave Act policy; or

- up to 26 workweeks of leave for eligible employees to care for a covered service member with a serious illness or injury, as specified below in the College’s Military Family and Medical Leave Act Policy.

**Please see the policy details in the Employee Policy and Guidelines manual. You may also contact Human Resources if you have any questions regarding this policy, or your rights and obligations pursuant to the policy.**

**EXTENDED ILLNESS PAY**

All regular, benefits-eligible staff employees who have been employed full-time by the College for at least one (1) continuous year are eligible for Extended Illness Pay, at no cost to the employee.

Extended Illness Pay supplements the sick pay policy during an approved FMLA-qualified leave of absence for one’s own serious health condition:

- Includes intermittent absences (e.g. cyclical cancer treatments, dialysis, Crohn’s flare-ups, MS episodes, etc.)
- Excludes leaves for pregnancy/childbirth and adoption of child (up to age 18)
- Extended Illness Pay may not be used to supplement Workers’ Compensation benefits.

Type of Paid Leave	First 4 Weeks (typically 20 work days)	Next 9 Weeks (typically 45 work days)	Weeks 14-26	At the 6-month mark of a continuous disability
Employee’s Own Accrued Leave Time  • Sick • Floating Days • Vacation	Must use own time for first 4 weeks (typically 20 work days) or go unpaid if employee does not have 4 weeks of paid leave time.  Paid at 100% of base pay rate	If employee still has accrued leave time, must use remaining sick, vacation or floating days to remain paid  Paid at 100% of base pay rate	If employee still has accrued leave time, must use remaining sick, vacation or floating days to remain paid  Paid at 100% of base pay rate	Not Available Long-term disability insurance kicks in at 60% of pay.
Sweet Briar College Extended Illness Pay		Available if the employee has at least one year of service and has exhausted his/her accrued leave time.  Paid at 80% of base pay rate	Available if the employee has at least one year of service and has exhausted his/her accrued leave time.  Paid at 70% of base pay rate	Not Available Long-term disability insurance kicks in at 60% of pay.

Extended Illness Pay applies to scheduled work days and College holidays and is equal to:

- 80% of the employee’s base pay rate during weeks 5 through 13 of an extended illness
- 70% of the employee’s base pay rate during weeks 14 through 26 of an extended illness

Extended Illness Pay commences after a waiting period of twenty (20) continuous work days, or after all accumulated sick days, vacation days and floating days beyond twenty (20) are exhausted. Any portion of the waiting period not covered by sick, vacation, or personal time will be unpaid. If an employee has more than twenty (20) sick/vacation/floating days accumulated, all available paid leave days must be used prior to the commencement of Extended Illness Pay. All leave pay (regular and extended) will cease at the end of the employee’s medical leave or the beginning of Long Term Disability.