

## Employee Leave Policies Snapshots

The information provided in this document is part of the Elizabethtown College Handbook. Please be aware that the college handbook and policies are subject to change at any time.

All new employees should note any time off needed when starting at the college to their immediate supervisor. New employees will automatically receive two (2) personal days when starting. After new employees complete the first half (3 months) of their introductory period, employees will receive their sick and vacation time that has been earned during the first half of the introductory period. This time will be noted on the employee's paystub or Jayweb portal depending on their position status. After new employees complete the remainder of the six-month introductory period, the remaining sick and vacation amounts will be added to their available time on their paystub or Jayweb. If there are any questions regarding sick and vacation time, please email [hr@etown.edu](mailto:hr@etown.edu).

### Sick Leave

Please refer to **Appendix A** for the sick leave schedule and additional leave time guidelines for new employees.

Sick leave is calculated on the fiscal year (July 1 through June 30). New employees will have sick leave prorated based on their date of hire after completion of their introductory period. New employees will receive their first three months of accrued sick leave after completing the first half of their introductory period. After new employees complete the remainder of the six-month introductory period, the remaining sick leave will be available to view through Jayweb.

Employees who terminate employment with the College will not be paid for unused sick leave. All unused, accrued sick leave will automatically carry over from year to year starting the year with a maximum of 120 days.

Employees may use sick leave to care for members of their immediate family or those living within their household. Sick leave may also be used for doctor or dental visits for the employee, any member of the employee's immediate family, or those living within their household.

Employees are required to notify their immediate supervisor upon the discovery of any temporary illness, disabling condition or injury which would require an employee to use sick leave. At any time, the College or a supervisor may request medical documentation regarding an employee's absence, including verification of household members. Should an employee need to be out for more than three (3) consecutive days for a serious illness, disabling condition (including surgery) injury, or illness, the employee should contact his/her supervisor and [Human Resources](#). Such situations may qualify an employee for Family and Medical Leave.

### Vacation

Vacation leave is calculated on the fiscal year (July 1 through June 30). For new employees, once an employee completes the first three (3) months of their introductory period, they may

use the vacation time that has been earned during the first half of their introductory period of their prorated time.

Vacation must be approved by the employee's supervisor and will be approved on a first come, first served basis to the extent that employees in the same department request time off that cannot be accommodated together.

The College prefers that employees use all of their vacation time each fiscal year (July 1 through June 30). However, if this is not possible, employees may carry over up to five days of vacation into the next fiscal year. Earned, unused vacation time (up to the maximum of five days) will automatically carry over from fiscal year to fiscal year.

Employees are encouraged to discuss their vacation plans with their supervisors in sufficient time to avoid problems with scheduling. Employees who have been specifically requested in writing by their supervisor to not take vacation may be allowed to carry over more than five vacation days to the following fiscal year. Additionally, special requests to carry over more than five vacation days may be made by employees affected by circumstances beyond their control, such as, a serious medical condition or an unplanned major life event. Any such requests should be made through the [Office of Human Resources](#). Otherwise, any vacation time in excess of five days at the end of the fiscal year will not be carried over.

Vacation time cannot be borrowed from the next fiscal year's allotment unless there is an extenuating circumstance that is requested and approved by the Director of Human Resources.

Employees who do not work twelve months may not use vacation time during the months they do not work to get a paycheck. Please refer to **Appendix A** for the vacation schedule.

Vacation can be taken in 1-hour increments.

## Personal Time

Employees do not have to give advance notice to take personal time but should inform their supervisor as early as possible. Employees will not be allowed to carryover unused personal time. Employees who terminate employment with the College will not be paid for unused personal time. Please refer to **Appendix A** for the personal schedule.

Personal time can be taken in 1-hour increments

## Bereavement Leave

Full-time and part-time employees may take bereavement leave with pay. The amount of time provided depends on the relationship to the deceased.

- Up to 5 scheduled workdays for an immediate relative (spouse, parent, parent-in-law, child, sibling including step relationships)
- Up to 5 scheduled workdays for any other relative who lives in your household
- Up to 2 scheduled workdays for a relative not living in your household
- Actual time needed to attend services for a friend

Absences that extend beyond those approved by this policy will be assessed to the employee's vacation time. Time does not have to be taken consecutively.

### **Jury Duty**

The College encourages all employees to serve on jury duty as part of the employee's civic responsibility. All employees are excused for this purpose, and the College will compensate the employee at their normal full salary or wage for the regularly scheduled working days used for jury duty. Employees must submit written documentation of being called to jury duty to be eligible for paid leave. The employee endorses over to the College the jury service pay other than travel payment. Written notification of jury duty should be sent to Human Resources. Employees are expected to return to work immediately if they are excused from court during any part of the workday.

## **Appendix A – Sick, Vacation and Personal Time Schedules**

### **New Hires**

Employees will receive 2 personal days for the fiscal year at the start of employment. During the first twelve (12) weeks of employment, employees are not eligible to use any vacation or sick leave they may have accrued. Upon the successful completion of the first half of the initial probation period, accrued vacation and sick leave may be utilized.

### **Sick Leave**

All full-time 12-month employees receive 30 sick days per fiscal year (July 1 through June 30).  
Full-time, 11-month employees receive 27 sick days per fiscal year.  
Full-time, 9-month and 10-month employees receive 25 sick days per fiscal year.  
Part-time, 20 hours per week or more receive 15 days per fiscal year.

### **Vacation Time**

All full-time 12-month employees receive 22 vacation days per fiscal year (July 1 through June 30).  
Full-time 11-month employees receive 20 vacation days per fiscal year.  
Full-time 9-month and 10-month employees receive 15 vacation days per fiscal year.  
Part-time, 20 hours per week or more receive 11 days per fiscal year.

### **Personal Time**

All full-time employees receive 2 personal days per fiscal year (July 1 through June 30) immediately upon hire.  
All eligible part-time employees receive 1 personal day per fiscal year immediately upon hire.