

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.

Please be aware that new employee's sick and vacation time is prorated based on an employee's start date during the fiscal year. Currently, Elizabethtown College front-loads sick and vacation time. This means all employees can see all sick and vacation time for the entire fiscal year. Employees should be mindful that vacation and sick time needs to be earned over time, even though employees can view the entire fiscal year amounts. Each week that is worked, employees earn sick and vacation time. Any time used that has not been earned will be deducted from the employee's last paycheck. At this time, the college does not have the ability to show each employee's weekly sick and vacation time earnings on their paystub or Jayweb. If an employee has any questions regarding where they stand with sick and vacation time, please email hr@etown.edu.

Sick Leave

Please refer to **Appendix A** for the sick leave schedule.

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. 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 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.

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.

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

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.

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.

Personal Time

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