

PAID LEAVE POLICIES - STAFF

Holidays

The College provides the following holidays:

- New Year's Day
- Martin Luther King Day
- Spring Break (two days)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- Winter Recess (four or five days +/-)

www.haverford.edu/human-resources/benefits#holiday-schedule

If one of these holidays falls on a weekend, the College will be closed on an appropriate weekday. Some staff may have responsibilities that require their presence on one or more holidays. The supervisor will determine the appropriate staffing and schedules for these holidays.

Full-time employees receive full pay for holidays that fall during their scheduled work year. Those who work fewer than 12 months will not be paid for holidays that occur outside their work year. For example, those who work only during the academic year will not be paid for Memorial and Independence Days. Part-time benefit-eligible employees are only paid for the hours they normally would have worked on the day of the holiday. As permitted by law, other employees are not eligible for paid holidays.

Personal Days

Full-time non-exempt employees are allotted two personal days per fiscal year. Part-time benefit-eligible non-exempt employees are entitled to one personal day that is proportional to their employment level per fiscal year. For example, an employee who regularly works four hours per day may take a day off for which they will be paid four hours. Other employees are not eligible for personal days.

Personal days are designed to allow the employee to select paid days off based on needs and preferences. Personal days, like vacation days, should normally be scheduled in advance with the approval of the employee's supervisor. Personal days cannot be accumulated and carried over to the next year, nor will unused personal days be paid upon termination.

Exempt employees are not allotted personal days.

Paid Vacation

Vacation provides for a period of relaxation and renewal. The vacation year begins the first day of July and extends through June 30 of the following year.

Non-Exempt /Hourly Staff Employees Vacation

Paid vacation days are provided based on an employee's length of service with the College. The timing of vacation is subject to the approval of the employee's supervisor. Supervisors will endeavor to accommodate employees' choice of vacation, but the work of the office or department may preclude an absence at certain times of the year. In the event that two employees in the same office or department opt for the same vacation period, and the supervisor cannot approve both requests, the request of the employee with the longest period of College service will normally receive first consideration.

The number of vacation days, or the length of a vacation, is based upon an employee's anticipated length of service as of June 30 of that vacation period. Employees who leave College employment before June 30, and have not used all vacation days awarded for the year as of the date of their departure, will receive pay for these unused days in their last paycheck.

Vacation days must be taken in the year in which they are allotted and may not be carried forward to the following fiscal year without a compelling reason and the express approval of the associate vice president. Any vacation days not used or carried over with approval will be considered lost.

Paid vacation for full-time non-exempt employees who work 12 months is:

Length of Service	Paid Vacation as of July 1
Less than 1 year as of June 30	One day per month of employment, up to 10 days
At least 1 full year as of June 30	10 days
At least 4 full years as of June 30	15 days
At least 10 full years as of June 30	20 days
At least 15 full years as of June 30	21 days
At least 20 full years as of June 30	22 days

At least 25 full years as of 23 days
June 30

Full-time non-exempt employees who work less than a full year (e.g., the nine months of the academic year) and part-time benefit-eligible non-exempt employees will receive vacation days prorated to the work year. For example, employees who work a 39-week period are eligible for 75% (39/52) of the vacation days listed in the above schedule. Vacation days must be taken within an employee's work "year," such as the academic year.

Part-time benefit-eligible regular employees who work part-time for the entire year (e.g., four hours per day for 52 weeks) will receive on a prorated basis the same number of vacation days as full-time employees based on their length of service. The prorated vacation pay will be based upon the number of hours normally worked each day (e.g., four hours).

Exempt Staff Employees Vacation

During each year of service, full-time and benefit-eligible part-time exempt employees are entitled to a 23 vacation days. Days may be taken in one-half or full-day increments. Vacations should be scheduled in consultation with the immediate supervisor.

Employees hired after the beginning of the fiscal year will be granted vacation on a prorated basis through June 30, e.g., an employee hired on January 1 would be eligible for 11 1/2 vacation days between January 1 and June 30.

Employees leaving the employment of the College who have not used all of the vacation days accrued within the fiscal year will be paid for those unused days, provided they have given adequate notice of resignation to the College as explained in the section on leaving the College. If the employee leaves before the end of the fiscal year, the allotment of vacation days will be calculated on a prorated basis, through the last date of work.

Vacation days are not carried over to the following fiscal year. However, there may be infrequent compelling situations where, because of institutional or personal circumstances, scheduling vacation time within the required fiscal year is impossible. In these situations, special arrangements should be discussed between the employee and supervisor and approved by the associate vice president.

Benefit-eligible part-time employees will receive 23 vacation days, on a prorated basis.

Paid Sick Leave

Sick days are provided to full-time and benefit-eligible part-time staff members to provide for salary

continuation in the event of absence due to short-term illness or injury. Excessive absence or a pattern of perceived abuse of this policy may be reflected in the allocation of salary increases or in disciplinary action if deemed appropriate by an employee's supervisor. In cases of a single illness extending more than eight weeks, an exempt employee may become eligible for the College's Short-Term Disability Leave program.

Employees who anticipate being absent or who are absent for over three days either for their own or a family member's illness/injury must consult the Office of Human Resources for information regarding the Family Medical Leave Act.

Non-Exempt Employees Sick Leave

The following policy on paid sick days applies to full-time and benefit-eligible part-time non-exempt staff of the College. During the 90-day introductory period, paid sick time is not guaranteed but is contingent upon the supervisor's approval, although such sick days are accrued.

Sick days are designed to provide employees with protection against loss of wages due to illness. Sick days are to be used for illness or scheduled medical appointments. Employees must notify their immediate supervisor within one hour of their scheduled starting time on any day that they are unable to report to work.

Certificates from a medical professional may be requested in the case of an absence of three or more days due to illness/injury. In consultation with the Office of Human Resources, certificates may be required, regardless of the length of illness/injury, when there has been extensive use of sick days either in a single, extended episode or through a series of one-time absences. In the latter circumstances, an employee will normally be notified in writing that such documentation will be required. The Office of Human Resources may also request a medical evaluation as to when the employee will be able to return to work.

When a medical professional's certificate has been requested but has not been provided, the employee will not be paid for the absence. Failure to provide a certification can also have implications respecting approval of leaves of absence, as noted in sections of this Handbook pertaining to leaves.

The annual period for the allotment of sick days is July 1 through June 30. Non-exempt employees are allotted sick days at the rate of one day per month of employment (12 days annually). One day is the equivalent of the normally scheduled workday. For example, if a part-time employee normally works

four hours per day, they will be paid for four hours on a sick day.

Unused sick days are accumulated from one year to the next to a maximum of 130 days (six months). It is the responsibility of the employee to manage sick days appropriately.

Non-exempt employees leaving the employment of the College who have a sick leave balance will not be paid for those unused days.

Exempt Staff Employees Sick Leave

Full-time and benefit-eligible part-time exempt employees are granted sick days as needed but are not given a specific number of sick days. Thus, they are not required to use vacation time when illness arises and cannot accumulate sick time. An exempt employee not able to report to work because of illness or injury must notify their immediate supervisor as soon as possible.

Staff Paid Sick Days: Dependent Care

The College recognizes that all employees with dependents may need time to deal with illness of those dependents on an occasional basis. Staff employees may utilize available sick days to deal with such situations. In addition to the definition of dependent covered in this Handbook, this use of sick days can also apply to the short-term care of a parent living in the home of the employee. Extended illness of a spouse or domestic partner, child, or parent is covered under the Family and Medical Leave Policy of the College.

Short-Term Disability Benefits

The goal of the short-term disability benefits program is to provide paid leave for an extended medical issue and/or a bridge until the long-term disability insurance coverage of the College becomes effective. Short-term disability leave, when granted, will provide full salary and continuation of benefits until the start of the long-term disability insurance or for up to six months. Full-time employees who have completed one year of employment are eligible for short-term disability leave. An employee whose absence has extended for longer than eight weeks because of illness or injury may apply to the College for a short-term disability benefits under the following conditions:

The employee submits the medical documentation requested by the College, including, if requested by the College, a second opinion; and the request for short-term disability leave is the result of one continuing condition and not a series of separate illnesses or injuries.

In general, the College will grant short-term disability leave based on its assessment of medical need. Examples include reasons for which employees are granted FMLA, Childbirth Medical Leave, or other similar leave for the employee's inability to work due to the employee's own medical incapacity. Where such leaves are approved, they will run concurrently with leave under this policy. An employee on short-term disability leave must provide certification to the Office of Human Resources from their physician if it should happen that the employee is able to resume their normal duties.

Parental Leave Policy and Childbirth Leave Policy: Faculty

This paid leave is provided to full-time and benefits-eligible part-time faculty. The detailed policy can be found at

<https://www.haverford.edu/sites/default/files/Office/HR/Faculty-Childbirth-Parental-Leave-Policy.pdf>

Parental Leave Policy and Childbirth Leave Policy: Staff

This paid leave is provided to full-time and benefits-eligible part-time staff employees. The detailed policy can be found at

<https://www.haverford.edu/sites/default/files/Office/HR/Staff-Childbirth-Parental-Leave-Policy.pdf>

Twenty-Five Year Recognition

The College greatly appreciates those whose dedication is represented by long service to the College. A cash award is presented annually by the President of the College to those non-exempt staff who have completed 25 years of service.