WASHINGTON COLLEGE POLICIES

# LEAVE PLANS POLICY

Washington College's generous leave policies—including vacation, sick leave, and holidays combined with a number of unpaid leave opportunities are designed to support a balance of work and family responsibilities.

Benefit-eligible full-time and part-time employees begin earning paid leave starting on the first day of employment with the College. Benefit-eligible employees are able to use accrued leave with approval of their supervisor. A supervisor has the discretion to grant or deny leave based on the needs of the College. Faculty should contact the Provost and Dean regarding available faculty leaves.

## Vacation

Vacation leave is a benefit that provides eligible employees with paid time off to take vacations and pursue other personal endeavors. It is expected that vacation leave will normally be scheduled 48 hours in advance of the leave requested.

- Exempt Leave Request Forms

***Please note: Exempt Leave Requests must be submitted to the Business Office***

**Part-time Employees**

Benefit eligible part-time employees earn leave on a prorated basis in proportion to the hours worked.

| EMPLOYEE STATUS | TOTAL ALLOWANCE | ACCRUAL RATE (PER PAY PERIOD) |
|---|---|---|
| **Exempt - Salaried Staff (40 hours)** | 4 weeks per year, 160 hours | 6.16 hours |
| **Exempt - Salaried Staff (35 Hours)** | 4 weeks per year, 140 hours | 5.39 hours |
| **Non-exempt - Hourly Staff (40 hours)** | | |
| Less than 3 years | 2 weeks per year, 80 hours | 3.08 hours |

| | | |
|---|---|---|
| 3 - 6 years | 3 weeks per year, 120 hours | 4.62 hours |
| Over 6 years | 4 weeks per year, 160 hours | 6.16 hours |
| **Non-exempt - Hourly Staff (35 hours)** | | |
| Less than 3 years | 2 weeks per year, 70 hours | 2.70 hours |
| 3 - 6 years | 3 weeks per year, 105 hours | 4.04 hours |
| Over 6 years | 4 weeks per year, 140 hours | 5.39 hours |

## Personal Leave

Benefit eligible full-time non-exempt employees are the only employees eligible for Personal Leave. Personal Leave is allocated on July 1 of each year and is available for immediate use.

| EMPLOYEE STATUS | TOTAL ALLOWANCE |
|---|---|
| **Full-time Employees (40 hours)** | 24 hours per year |
| **Full-time Employees (35 hours)** | 21 hours per year |

## Sick Leave

Sick leave provides eligible employees with paid time off to obtain routine medical services and/or medical treatment and to recuperate from illness or injury. All benefit eligible full time employees and part-time benefit eligible employees are eligible for sick leave. An employee should request sick leave as early as possible prior to the employee's scheduled starting time.

Sick leave may be used in the case of an illness, disability or injury of the employee. Sick leave may also be used for an illness or disability of an employee's children, spouse or parents if the employee's attendance is required.

- Exempt Leave Request Forms

| EMPLOYEE STATUS | TOTAL ALLOWANCE | ACCRUAL RATE (PER PAY PERIOD) |
|---|---|---|
| **Full-time Employees (40 hours)** | 80 hours per year | 3.08 hours |
| **Full-time Employees (35 hours)** | 70 hours per year | 2.70 hours |
| **Full-time Employees (10 month, 35 hours)** | 56 hours per year | 2.55 hours |

## Sick Leave Pool Program

- Sick Leave Pool Request
- Sick Leave Pool Donation Form

The purpose of the Sick Leave Pool is to establish an equitable way of allowing employees to share their accumulated sick leave with others in need of additional sick leave until the employee is eligible for the College's short-term disability programs.

The intent of this program is to protect benefit eligible employees who may face financial hardship because they have exhausted all of their own vacation, sick, or personal leave due to an extended serious, catastrophic, or unforeseen illness, injury or impairment.

All benefit eligible employees who accrue and use sick leave, are eligible to become a member and donate to and withdraw from the Sick Leave Pool. This program is not available to temporary employees who do not earn leave.

### Donation and Membership

Membership is established when a benefit eligible employee donates at least one sick day to the sick leave pool July 1st of each fiscal year. Contributions will be accepted by completing a Sick Leave Pool Donation Form available on the Human Resources webpage. A benefit eligible employee may contribute a minimum of one day up to a maximum of ten sick days per fiscal year.

At termination of employment, sick leave is forfeited; therefore all employees are eligible to donate their unused sick hours to the sick leave pool. During the Exit Interview an employee may complete a Sick Leave Pool Donation form. Employees are eligible to donate up to 80 hours to the Sick Leave Pool at termination of employment.

### Withdrawal

Withdrawals from the Sick Leave Pool are permitted only for serious, catastrophic, or unforeseen illness, injury or impairment of the employee that meets the following criteria. The employee must have exhausted all vacation, sick, personal leave and the employee will have to take leave without pay and (b) requires continuing treatment or supervision by a licensed health care provider, and also (c) requires absence from work of at least five days per illness or episode. Withdrawals from the Sick Leave Pool may only be taken in increments of full days. Withdrawals may only occur to the extent of the Sick Leave Pool contributions available for withdrawal and the beneficiary has no leave time available.