

	POLICY	Motion No.	EXEC 1001-2026
	Administrator Employee Leave	Effective Date	2/17/2026
		Responsible Department	Human Resources
		Attorney Review / Date	NA

This Policy establishes the leave provisions for full-time administrators. Administrators have several types of leave they may be eligible for while working at the College.

Paid Time Off (PTO)

PTO hours begin to accrue on the first full pay period following appointment. Accruals are credited to the employee on each payday. PTO will not accrue over the maximum accrual shown in the tables below. Any administrative employee who has the maximum number of hours accrued must use PTO time before additional hours are accrued.

PTO is paid time to be used for any of the following reasons:

- Vacation
- Absence not compensated by Short Term Disability (STD), Long Term Disability (LTD) or Workers Compensation
- Dependent care
- Religious observance
- Inclement weather
- Subpoenaed court appearance, except at College's request
- Any other personal reason

Full-Time Administrators

Full-time Administrators working 40 hours per week and 12 months per year will receive a total amount of paid time off (PTO) based on the following table:

Years of Service	Number of PTO Hours	PTO Hours Accrued per Pay	Maximum Annual Accrual
0-10	232	8.923	272
10+	272	10.462	312

Full-time Administrators working a standard schedule of less than 40 hours per week or less than 12 months per year will receive a prorated amount of PTO based on their individual schedule.

Vice Presidents

Full-time Vice Presidents working 40 hours per week and 12 months per year will receive a total amount of Paid Time Off (PTO) based on the following table:

Years of Service	Number of PTO Hours	PTO Hours Accrued per Pay	Maximum Annual Accrual
0-10	272	10.462	312
10+	312	12.0	352

Full-time Vice Presidents working a standard schedule of less than 40 hours per week or less than 12 months per year will receive a prorated amount of PTO based on their individual schedule.

Short-Term Disability and PTO

Administrative employees may request the use of PTO during an approved Short-Term disability absence to bring their gross pay level to 100% of their normal pay. This is voluntary and must be requested by the administrative employee if he/she wants to elect this option. The amount of PTO charged will be determined by the Human Resources Office to bring the total pay as close to the normal gross pay amount as possible without exceeding the normal gross pay. This may be done on a weekly basis to match the payment process of the STD policy.

Paid Time Off (PTO) Guidelines

- **Accrual Pause During Leave:** PTO accrual is paused when an employee is on unpaid leave or disability leave.
- **Requesting Time Off:** Employees should submit time-off requests to their immediate supervisor as far in advance as possible.
- **Medical Certification:** If PTO is used for an illness lasting more than three consecutive workdays, a medical certification is required. The College also reserves the right to request medical documentation for absences of fewer than three days.
- **Unscheduled Absences:** Even when guidelines are followed, unscheduled and unexcused absences may be considered excessive and could result in disciplinary action.
- **Holiday Absence Policy:** If an employee is absent on the workday immediately before and after a holiday, the holiday will be treated as unscheduled leave, and PTO hours will be deducted accordingly.
- **Reporting Absences:** Employees unable to report to work should contact their immediate supervisor directly, preferably before the start of the workday.
- **College Closures:** If the College closes (e.g., due to weather), any previously scheduled PTO unrelated to the closure will still be counted as PTO.
- **Delayed Openings:** If the College opens late and an employee calls off for

the remainder of the day, PTO will be charged for the hours the College was open.

- **PTO Payout at Termination:** Upon termination or retirement, up to 200 hours of accrued PTO will be paid out.
- **Termination Date Policy:** PTO cannot be used to extend an employee's termination date.
- **PTO Restrictions Before Termination:** PTO will not be approved during the two weeks prior to termination unless it is for illness or pre-scheduled appointments.
- **Peak Periods:** PTO requests may be denied during peak operational periods within each department.
- **Unpaid Leave Requests:** Administrators may request an unpaid leave of absence by submitting a written request to the President, including the reason and duration of the leave. Approval is at the discretion of the President, and unpaid leave is not guaranteed.

Community Service/Volunteer Paid Time Off

Full-time administrators will receive eight (8) hours of community service leave annually. Any remaining community service leave will be forfeited at the end of the fiscal year. The Community service leave must be approved by the employee's supervisor and must be related to a College or College Foundation event, a College sponsored event/activity, or fulfill the responsibilities of a community service board related to College work.

Bereavement Leave

1. Employees who wish to take time off due to the death of a family member should notify their supervisor immediately and provide a copy of the obituary or funeral notice as soon as possible. The College will grant the following time off as bereavement leave. Bereavement leave should be used within 10 College days (does not include weekends or holidays) beginning with the date of death.
 - a. Five consecutive College days, not including weekends or holidays per occurrence for immediate family.
 - b. Three consecutive College days, not including weekends or holidays per occurrence for near relatives.
 - c. One consecutive College Days, not including weekends or holidays per occurrence for other relatives.
 - d. In extenuating circumstances, such as when logistics delay the date of the funeral, an exception to the timing of the leave will be granted with notification to the employee's supervisor and the CHRO. All exceptions will occur within 90 calendar days of the date of death.
 - e. Employees, upon request and approval of their supervisor, may use PTO for additional time off as necessary.
 - f. Immediate family is defined as the family member's spouse, domestic partner, parent, child, sibling, grandparent, grandchild, stepparents, and stepchildren.

- g. A near relative is defined as the family member's brother-in-law, sister-in-law, mother-in-law, father-in-law, daughter-in-law, son-in-law, or grandparent-in-law.
- h. Other relatives may include the family member's aunt, uncle, first cousins, nieces, or nephews.

Jury Duty

Upon submission of a Jury Duty summons and verification of attendance for Jury Duty, Jury Duty service will be paid by the College at the employee's normal rate of pay. There will be no charge to the employee's PTO for these days.

Military Leave under USERRA

The College will comply with the regulations of the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994 and any applicable laws in Pennsylvania as they relate to military/uniformed service.

Part-time Administrative Employees

Part-time administrative employees who work more than 500 hours in a fiscal year will receive an annual PTO award in an amount equal to 3% of the total hours worked in the prior fiscal year. PTO allocated to part-time employees must be used in the fiscal year in which it is awarded, will not roll from one fiscal year to the next and no payout is available upon separation from the College.

The average number of hours worked per week in the prior fiscal year will be used to determine the required number of hours for a week's leave time.

Jury Duty Leave

Upon submission of a jury duty summons and verification of attendance for jury duty, jury duty service will be paid by the College at the employee's normal rate of pay for the normal number hours of worked on the day(s) missed.

Bereavement Leave

1. Part-time employees who wish to take time off due to the death of a family member should notify their supervisor immediately and provide a copy of the obituary or funeral notice as soon as possible. The College will grant the following time off as bereavement leave and pay will be equal to the normal number of hours worked on the day(s) missed. Bereavement leave should be used within 10 College days (does not include weekends or holidays) beginning with the date of death.
 - i. Five consecutive College days, not including weekends or holidays per occurrence for immediate family.
 - j. Three consecutive College days, not including weekends or

holidays per occurrence for near relatives.

- k. One consecutive College Days, not including weekends or holidays per occurrence for other relatives.
- l. In extenuating circumstances, such as when logistics delay the date of the funeral, an exception to the timing of the leave will be granted with notification to the employee's supervisor and the CHRO. All exceptions will occur within 90 calendar days of the date of death.
- m. Employees, upon request and approval of their supervisor, may use PTO for additional time off as necessary.
- n. Immediate family is defined as the faculty member's spouse, domestic partner, parent, child, sibling, grandparent, grandchild, stepparents, and stepchildren.
- o. A near relative is defined as the faculty member's brother-in-law, sister-in-law, mother-in-law, father-in-law, daughter-in-law, son-in-law, or grandparent-in-law.
- p. Other relatives may include the faculty member's aunt, uncle, first cousins, nieces, and nephews.

Effective Date	Motion Number	Document Author	Description of Change
2/17/26	EXEC 1001-2026	Human Resources	Changes align administrators' bereavement leave provisions with those in the union contracts
12/20/22	EXEX 1019-2022	Human Resources	Changed title of motion and clarified language
8/28/2018	EXEC 1014-2018	Human Resources	Clarify language regarding PTO taken after College closing/delay; time off request period
6/27/2017	EXEC 1015-2017	Human Resources	Added closing information and a clarification for Bereavement Leave
6/29/2011	EXEC 1006-2011	Human Resources	Bereavement Leave Change
6/10/2008	EXEC 1008-2008	Human Resources	Revised Employee PTO
5/01/2010	Policy # 211	Human Resources	Initial Release