

	POLICY	Motion No.	EXEC 1019-2022
	Administrator Employee Leave	Effective Date	12/20/2022
		Responsible Department	Human Resources
		Attorney Review / Date	NA

This policy establishes the leave provisions for full-time administrators. For employees participating in collective bargaining units, the current contract applies.

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

<u>Years of Service</u>	<u>Number of Hours</u>	<u>Hours accrued per pay</u>	<u>Maximum Accrual</u>
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 will receive a total amount of PTO based on the following:

<u>Years of Service</u>	<u>Number of Hours</u>	<u>Hours accrued per pay</u>	<u>Maximum Accrual</u>
0 – 10	272	10.462	312
10+	312	12	352

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.

Time off should be requested as far in advance as possible to the immediate supervisor.

Absence using PTO exceeding three consecutive workdays because of illness requires medical certification of the illness. The College reserves the right to require medical certification for sick time usage of less than three days. Unscheduled, unexcused absences, even when following appropriate guidelines, may still be deemed excessive and can lead to disciplinary action.

When an unscheduled absence occurs on the immediate workday before a holiday and the workday immediately following the holiday, the holiday will be counted as unscheduled leave and PTO hours will be charged.

In the event that an employee is unable to report to work at the appointed time, he/she should contact his/her immediate supervisor directly, prior to the start of the workday if possible.

In the event of closing, any previously scheduled time off that is not related to the reason that the College closed (e.g., weather conditions) will still be recognized and counted as PTO.

In the event of a delayed opening time, an employee who calls off for the remainder of the day will be required to use PTO for the portion of the day in which the College was open.

Accrued PTO time up to 200 hours will be paid out upon termination or retirement.

PTO hours cannot be used to extend a termination date.

PTO hours will not be approved during the two weeks immediately preceding termination unless it is for illness.

PTO requests may be denied during peak periods in each Department.

Administrators may request to take an unpaid leave of absence. All such leaves of absence must be requested, in writing to the President, indicating the reason for the leave and the period of time for which the leave is requested. All such leaves of absence must be approved by the President. Unpaid leaves are 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

The College will grant the following time off as bereavement leave:

- 5 days per occurrence (immediate family)
- 3 days per occurrence (near relative)
- 1 day (other relative)

Full-time administrators who wish to take time-off due to the death of a family member as defined below should notify the immediate supervisor and provide a copy of the obituary or funeral notice as soon as possible. Approval of bereavement leave will occur in the absence of unusual operating requirements. Employees, with the approval of their supervisor, may use any available PTO for additional time off as necessary.

Bereavement leave for immediate family members will be used during the seven (7) calendar-day period beginning with the date of death, during the five (5) calendar-day period beginning with the date of death for near relatives and on the funeral day for other relatives.

In extenuating circumstances, such as when logistics delay the date of the funeral, an exception to the timing of the leave may be approved by the Chief Human Resources Officer.

Immediate family is defined as the employee's spouse, parent, child, sibling, stepparents, stepchildren, and domestic partners, as defined by the College.

Near relative is defined as the employee's grandparent, grandchild, brother-in-law, sister-in-law, mother-in-law, father-in-law, daughter-in-law, or son-in-law.

Other relatives may include the employee'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

The College will grant the following time off as bereavement leave:

- 5 days per occurrence (immediate family)
- 3 days per occurrence (near relative)
- 1 day (other relative)

Part-time employees who wish to take time-off due to the death of a family member (as defined below) should notify the immediate supervisor and provide a copy of the obituary or funeral notice as soon as possible. Approval of bereavement leave will occur in the absence of unusual operating requirements and pay will be equal to the normal number of hours worked on the day(s) missed. Employees, with the approval of their supervisor, may use any available PTO for additional time off as necessary.

Bereavement leave for immediate family members will be used during the seven (7) calendar-day period beginning with the date of death, during the five (5) calendar-day period beginning with the date of death for near relatives and on the funeral day for other relatives.

In extenuating circumstances, such as when logistics delay the date of the funeral, an exception to the timing of the leave may be approved by the Chief Human Resources Officer.

Immediate family is defined as the employee's spouse, parent, child, sibling, stepparents, stepchildren, and domestic partners, as defined by the College.

Near relative is defined as the employee's grandparent, grandchild, brother-in-law, sister-in-law, mother-in-law, father-in-law, daughter-in-law, or son-in-law.

Other relatives may include the employee's aunt, uncle, first-cousins, nieces, or

nephews.

Effective Date	Motion Number	Document Author	Description of Change
12/20/22	EXEC 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