

HOURLY EMPLOYEE LEAVE POLICIES

VACATION LEAVE

Employees (except student and temporary employees) who work at least forty (40) hours per pay period are eligible for Vacation Leave. SDA-transfer employees accrue vacation leave according to their total denominational tenure, based on the full-time equivalency.

Vacation Leave is based on hours reported up to eighty (80) each pay period. It accrues at the following rates up to the maximums specified:

1. During the first four years of full-time denominational employment, .038462 hours for every hour worked. The annual accrual for employees who work 40 hours per week is 80 hours (two weeks). The maximum accrual is 160 hours (four weeks).
2. For five through nine years of full-time denominational employment, .057693 hours for every hour worked. The annual accrual for employees who work 40 hours per week is 120 hours (three weeks). The maximum accrual is 200 hours (five weeks).
3. After nine years of full-time denominational employment, .076924 hours for every hour worked. The annual accrual for employees who work 40 hours per week is 160 hours (four weeks). The maximum accrual is 240 hours (six weeks).

Vacation Leave for regular part time employees and full time employees who work less than 80 hours per pay period is prorated based on the hours the employee works using the formulas listed above. The years of service thresholds are met for part time employees based on the employee's years of full-time equivalency.

Vacation Leave time begins to accrue from date of hire and is available for use after ninety (90) days of employment. It is automatically fed into the employee's Vacation Leave Bank until the bank reaches the maximum. Accrual will then stop until time off is taken and the total falls below the maximum.

Vacation Leave may be used for vacation, personal business, or in place of sick leave if the sick leave bank has been depleted. Vacation Leave should generally be taken during the fiscal year in which it is earned. It is the responsibility of the employee to arrange his or her vacation with the supervisor or properly designated authority. A request for vacation should be made sufficiently in advance to allow for coverage of duties except in an emergency when it is not known beforehand by the employee that leave will be needed. An absence under such circumstances should be reported immediately to the supervisor.

Holidays are not part of the vacation leave accrual and do not reduce the vacation leave bank.

Unused Vacation Leave may be accumulated from year to year up to the maximums listed above. In no case may an employee accumulate more than 240 hours in a given year.

Unused vacation leave will be paid out to the employee under the following circumstance:

1. At the time of termination or retirement, unused vacation leave up to a maximum of 240 hours shall be granted.
2. After 6 months of continuous disability, unused vacation leave up to a maximum of 240 hours shall be paid out to the employee and vacation accrual will stop.

SICK LEAVE

All hourly staff employees are eligible for Sick Leave. Sick Leave is based on hours reported up to eighty (80) each pay period. It accrues at a rate of .038462 hours for every hour worked to a maximum of 3.08 hours per pay period. The maximum annual accrual for employees is 80 hours (two weeks). The maximum accrual is 760 hours, at which point accrual will stop until time off is taken and the total falls below the maximum.

Time in the employee's Sick Leave Bank may be used for preventive care, or for the diagnosis, care, or treatment of an existing health condition for the employee or a family member of the employee. Sick Leave may also be used by an employee who

is a victim of domestic violence, sexual assault, or stalking to seek help or obtain a restraining order.

A request for sick leave should be made in advance when the employee has a scheduled medical appointment. An absence due to an illness should be reported to the employee's supervisor as soon as the employee is able, and before the beginning of their workday.

Sick leave taken is reported each pay period to the department for which the employee works. The designated supervisor will add the amount taken to the payroll Time and Attendance system. The hours used are reflected on the employee's paycheck stub, and will reduce the sick leave balance.

Each calendar year employees may use up to one half of their annual Sick Leave accrual (40 hours maximum) to attend to the illness of the employee's child, parent, spouse, grandparent, grandchild, sibling or any other family member covered by law.

The Sick Leave Bank is a non-vested bank and upon termination no payment will be made from it. If the staff employee returns to the university as an employee in any capacity, the sick leave bank will be reinstated.

Portability of Sick Leave Bank. Accrued Sick Leave may be transferred if an hourly staff employee transfers directly to or from another denominational employer.

Part-time Work after Illness. An employee may return to work on a part-time basis after an extended illness or disability only upon written recommendation of the attending physician. The recommendation should include the estimated length of such part-time work. The actual time worked shall be paid at the regular rate. The balance may be paid from Sick Leave if any is available.

Coordination with disability and worker's compensation.

Sick Leave is used to supplement Short-term Disability and Worker's Compensation Total Temporary Disability payments. If an employee's Sick Leave bank is exhausted, the vacation leave bank will be used. After 6 months of continuous disability accrual into the Sick Leave bank will stop.