

All information below refers to 100% 12 month employees. If an employee works 9 months or a percent of the 100% 12 months then numbers should be prorated according to the time worked.

Leave Earned:

VACATION: 0-15 years of service – 80 hours per year (accrued at 6.67 hours per month)

15+ years of service – 120 hours per year (accrued at 10 hours per month)

SICK: 96 hours per year, two days of which can be used as Personal time (accrued at 8 hours per month)

9 month faculty - 72 hours of Sick only, two days of which can be used as Personal time (accrued at 6 hours per month)

COMP: Non-exempt employees are eligible for Comp time for anything worked over the regular 36 hours per week during the school year and 34 hours per week during the summer. Hours worked over regular hours and up to 40 hours per week are earned at 1 for 1. Hours worked over 40 hours are earned at 1.5 for 1. It is highly recommended that you try to flex out those hours during the week so you do not earn Comp.

Due to the function of our new system, depending on the time of month Comp is earned it may not register in your balance until the following month's payroll runs.

ANNIVERSARY: After 10 years of service each employee earns 8 hours of Anniversary leave to be taken within the year.

Leave Taken:

August through Mid-May – 8 hours for Monday through Thursday and 4 for Friday (will be adjusted to 8 hours for Friday by the system). **Fridays have to be entered in a separate leave request.**

Summer hours – 8.5 hours for Monday through Thursday (will be adjusted to 10 hours per day by the system)

Vacation must be requested with a Leave Request submitted **prior** to the leave being taken.

Sick must be requested prior to the leave if for a scheduled appointment, etc. If not, it should be submitted within the week of returning to work.

Personal – a reminder to all that this deducts from Sick.

Bereavement – up to 5 days and is deducted from Sick.

IMPORTANT*** It is very important that Leave Requests be submitted timely and supervisors approve them timely. Leave can only be requested 30 days in the past. If by chance an employee fails to submit leave within 30 days of taking the leave, the employee must email HR so we can make a manual adjustment. PLEASE keep these to a minimum. If an employee is on the verge of losing Vacation or Sick it is the responsibility of the employee to make sure the

leave is requested and approved prior to payroll running the last week of the month. If not, it could still be lost.

Approval Steps: Submitted for Manager Review – pending supervisor approval

Submitted for Review – pending HR approval

(HR will only approve the current month leave. Future leave will not be approved until we are in that month.)

Calculating Accurate Current Available Balance:

Current Balance in the Employee Portal after payroll runs (minus) any outstanding past or future leave requests (Example: those still showing Submitted for Manager Review or Submitted for Review).