

## Vacation Days

Full time members of Administration and Staff are eligible to receive vacation.

### First Year of Employment

During the initial calendar year of employment, employees are eligible to receive vacation according to the following schedule:

<u>Employment Date</u>	<u>No. of Days</u>	<u>Available</u>
Jan. 1 – Mar 31	15	Apr 1 – Dec 31
Apr 1 – Jun 30	10	Jul 1 – Dec 31
Jul 1 – Sep 30	5	Oct 1 – Dec 31
Oct 1 – Dec 31	0	

### Subsequent Years of Employment

As of January 1, each year thereafter, the employee is eligible to receive 20 days of vacation after one day is worked in the calendar year, except in year of separation.

### No Vacation Carry-Over

All vacation must be used within the calendar year. Employees cannot choose to receive pay in lieu of vacation benefits except in case of termination.

### Minimum Periods of Vacation

Employees are encouraged to take vacation in minimum periods of not less than one week. Every effort is made to give the employee the vacation s/he requests, consistent with the operational needs of the College. Vacation requests should be submitted to the supervisor at least two weeks prior to the date(s) requested.

### Holiday in Lieu of Vacation

When a College scheduled holiday(s) falls within an employee's approved paid vacation period, the holiday(s) is not counted as a vacation day.

### Vacation Eligibility Following Extended Absence

In the event an employee is absent more than three months due to sickness or an approved leave within a given calendar year, the employee is eligible for full vacation in the year in which the absence begins. In the year following an absence of more than three months, the vacation for which the employee is eligible is determined on a pro rata basis of the portion of the previous year worked, provided the employee works at least three months in the year following the absence. See schedule below:

<u>Time Worked Previous Year</u>	<u>Vacation Benefit Current Year</u>
9 months or more	3/4
6 months but less than 9	1/2
3 months but less than 6	1/4

### Separation from Employment

In the case of resignation, one month's written notice prior to the termination of active service is required in order for the employee to receive the vacation benefit. Paid vacation days will be based on the following schedule:

<u>Separation Date</u>	<u>Vacation Benefit</u>
Jan. 1 - Mar. 31	1/4
Apr. 1 - Jun 30	1/2
Jul. 1 - Sep 30	3/4
After Sep 30	Full vacation

If the employee has previously been paid for more vacation than is available based on the above schedule, an adjustment will be made in the final paycheck. If the employee is eligible for additional vacation pay, that payment will be included in the final paycheck.

## Sick Leave

Full time members of Administration and Staff are eligible to receive sick leave and short term disability wage continuation.

### First Year of Employment

Persons hired between January 1 and June 30, will be eligible for five (5) days paid sick leave between July 1 and December 31 of that year. Persons hired between July 1 and December 31 will be eligible for sick days on January 1 of the next year.

### Subsequent years of Employment

At the beginning of each calendar year thereafter, the employee will accrue an additional ten (10) days paid sick leave. Sick leave may be used for personal illness or illness in the immediate family of the employee. The maximum sick leave accumulation is one hundred (100) days. Unused amounts are not paid upon termination of employment.

### Short Term Disability Wage Continuation

For an employee who has completed 1-9 years of service, and has exhausted all sick days, the College will provide short term disability wage continuation at a rate of 85% of the employee's average monthly or biweekly compensation (calculated over the previous six months) for employee's own personal illness or accident.

For an employee who has completed 10+ years of service, and has exhausted all sick days, the College will provide short term disability wage continuation of up to 6 months of full pay for employee's own personal illness or accident.

Following six (6) months of continuous absence due to illness, employees may apply for long term disability benefits.

### Coordination of Benefits

Sick leave and short term disability payments by the College are adjusted in accordance with income benefits payable from Social Security or Worker's Compensation.

Absences due to illness of less than three (3) hours will not be deducted from sick leave. If partial day absences due to illness become frequent, then the time will be deducted from sick leave or pay.

An employee will be rewarded one day of personal leave if four or less days of sick leave were used in the past year.

Employees with a period of incapacity of more than three (3) consecutive sick days should contact Human Resources regarding eligibility for Family Medical Leave.

After an absence due to illness has exceeded five (5) working days, a doctor's statement is required which verifies the employee is able to return to work. The College reserves the right to request the certification of employee's ability to return to work.

## Family Leave Program

### Medical Leave with Pay for Birth

Sick leave and or/short term disability based upon the medical condition of giving birth, is available to any full time administrative or staff pregnant employee. The individual will be given time off with full pay for the amount of time (generally six to eight weeks) due to childbirth as certified by a medical care provider via medical documentation.

### Birth or Adoption of a Child

Birth or adoption of a child qualifies a parent for up to six (6) weeks of family leave with 85% pay and full benefits.

### *Notes for Application:*

1. Approval of the divisional senior staff member is required.
2. Birth Mothers may utilize the family leave program in addition to sick days/short term disability leave program.
3. If both parents are employed at Juniata both may exercise their right to utilize the family leave program. Both parents may each take up to a six (6) week family leave with 85% pay and full benefits.
4. The family leave program must be exercised within one year of birth or adoption.
5. Family leaves exercised under this program will run currently with the Family Medical Leave Act when applicable, for those who qualify; documentation of birth or adoption is required in absence of FMLA certification.
6. Other requests for additional time off will be considered, consistent with College policy and at the discretion of the senior divisional staff member.