

Short Term Disability Insurance

The College provides short term disability insurance for staff employees who work 1000 or more hours per year. Short term disability benefits begin after 10 consecutive work days of employee illness or injury if approved by the disability carrier. This benefit provides up to 60% of basic weekly earnings. Employees may use accrued sick time to cover the 10 day elimination period and the 40% of base pay which is not covered by the short term disability plan.

Short term disability benefits will be paid for hours that the employee normally works. The maximum benefit period is 13 weeks for any one continuous period of disability.

Sick Leave

The College provides a sick leave benefit to protect employee's income during periods of personal illness, injury, or medical appointment. Full-time staff earn paid sick leave at the rate of one day per month up to a maximum accumulation of 60 days. This amount is pro-rated for part-time employees.

Up to 20 days per rolling twelve months, measured backwards from the date any leave was taken under this policy, of personal sick leave time may be used for illness, injury, or medical appointment of a family member. (As defined per the Family and Medical Leave policy.)

Accrued sick leave is not paid to an employee upon termination. When available sick time is exhausted, employees are required to substitute at least 50% of his/her available accrued vacation for any part of leave which would otherwise be unpaid. If available vacation is exhausted, time-off will be unpaid. Exempt employees who have exhausted available paid time off will be unpaid for any days not reported to work.

Vacation

Vacation benefits are available for staff employees who work 1000 or more hours per year. Vacations are an important respite for all employees, and employees are encouraged to use their accumulated vacation annually.

All vacation time needs to be approved by an employee's supervisor. Whenever possible, the College will grant earned vacation at the convenience of the employee. However, departmental needs must be met, and vacation time should not be scheduled nor taken without prior request and approval.

Vacation time is granted once each year, on July 1 for the entire year. The maximum amount of vacation time that can be carried over from one year to the next year is ten (10) days. New employees who begin working on or before the 15th of the month will receive vacation time credit for that month. Employees who begin working on or after the 16th of the month will not accrue

vacation time for that month. Vacation time received will be pro-rated for the months remaining in the year.

Employees terminating for any reason will be paid their remaining accrued vacation (monthly accrued amount times the number of months worked, beginning with July 1 of the fiscal year). This will include vacation time credit for the month in which they are terminated only if the termination date falls on or after the 16th of the month. It is possible an employee may have used more vacation than they had earned at the time of termination/resignation. If this is the case, used but not earned vacation time will be deducted from the employee's last paycheck.

Staff Accrual Rate Schedule

0-9 years: 20 days per year

10 years or more: 23 days per year

Note: If you work full-time but less than 12 months, you will accrue vacation only during the months you work.

Part-time employees (those who work less than 40 hours/week for exempt employees and less than 37.5 hours/week for non-exempt employees), will accrue pro-rated vacation hours during the months in which they work. For example, if working 80%-time, vacation would be accrued at 80% of the monthly accrual rate during the months worked.