

Leave Guidelines

Summary of Leave Benefits

Whether you are sick or planning a family vacation, Converse University offers generous leave benefits to help employees maintain a healthy balance between work and home life.

Leave Benefits that may be available to you are:

- A. Vacation Leave
- B. Personal Leave
- C. Family Medical Leave Act (FMLA)
- D. Birthday Leave
- E. Holidays and Holiday Pay
- F. Other Leave Types:
 - Leave of Absence Jury Duty or Court Appearance Leave Military Duty Leave Inclement Weather

A. Vacation

Vacation is accrued and available to full-time and part-time employees in positions scheduled to work at least 28 hours of the work week.

Faculty are not eligible to accrue vacation time. Leave accruals for full-time employees are accrued based on a 40-hour work week.

A full-time employee working at least 35 hours per week will accrue a minimum of 6.67 hours of vacation time.

Leave accruals for part-time employees and employees working less than 12 months per year are pro-rated.

Part-time employee's leave accruals are based on the number of hours in the employee's average work week. Leave is earned on a prorated basis and the accrual is based on the hire date.

Vacation leave accrues monthly. The balance may not exceed 240 hours (6 weeks) for full-time employees and is pro-rated for part-time employees and employees working less than 35 hours per week or 12 months per year.

Summary FOR FULL-TIME EMPLOYEES SCHEDULED TO WORK 12 MONTHS PER YEAR

Position	Length of Service	MONTHLY ACCRUALS	Amount of Annual Vacation
President		16.66 hours	200 hours- 5 weeks
Vice President/Dean		13.33	160 hours- 4 weeks
Director	0-5 Years	10 hours	120- 3 weeks
	5 or more years	13.33 hours	160 hours- 4 weeks
	0-5 years	6.67 hours	80 hours- 2 weeks
Administrative Staff	5-10 years	10 hours	120 hours- 3 weeks
	10 or more years	13.33 hours	160 hours- 4 weeks

Leave taken under this policy may qualify as Family and Medical Leave Act (FMLA) leave and, if so, will run concurrently for those employees eligible for paid leave.

Vacation is paid out at termination of employment up to 40 hours with the condition that a working notice must be fulfilled. The working notice is 2 weeks for Non-Exempt employees and 4 weeks for Exempt Employees.

B. Personal Leave

This is a combination of sick leave and emergency leave to provide time off for personal sickness, caring for a family member, doctor's appointments, mental health & wellness, legal matters, child/school related meetings, in certain inclement weather circumstances beyond University closings, quarantine, bereavement, and other unplanned absences... **this is not to be treated as vacation leave.**

A full-time employee accrues 8.67 hours per month. Leave accruals for part-time employees and employees working less than 12 months per year are pro-rated. At no time may a full-time employee accumulate more than the maximum amount of 520 hours (13 weeks). This benefit is ineligible for payout at the separation of employment and does not count toward years of service for retirement purposes.

C. Family and Medical leave (FMLA)

Under the Family and Medical Leave Act (FMLA), employees may be eligible for a period of job protected unpaid leave for certain family and medical reasons, as described in the Administrative and Staff Handbook III-C. Employees who: (1) have worked 12 months of prior service at Converse; (2) have worked at Converse at least 1,250 hours during the 12 months immediately preceding the date on which FMLA would commence.

D. Birthday Leave

Full-time administrative and staff employees who are scheduled to work more than 35 hours per week, 12 months per year, are eligible for one (1) paid leave day in observance of their birthday each calendar year. See Administrative and Staff Handbook for the birthday leave policy under section III-A for more details.

E. Holidays

Employees of Converse University in FTE positions observe with pay the University holidays published annually by the Office of Human Resources. Part-time employees, scheduled to work at least 28 hours per week, will receive the holiday that occurs on scheduled work days and the prorated pay is based on the average daily hours worked per week.

F. Other leave types

- Jury duty or court appearance leave (III-E of Administrative & Staff Handbook)
- Leave of Absence (III-F of Administrative & Staff Handbook) During the course of employment, it may be necessary for an employee to request a leave of absence for a reason other than those addressed in other University policies. In this situation, the employee may request an unpaid Personal Leave of Absence.
- Military Duty leave (III-G of Administrative & Staff Handbook)
- Inclement Weather (III-M of Administrative & Staff Handbook)