

SECTION: Human Resources

NUMBER: A-001-05-0001

AREA: Leave Policies

DATE: 06/01/2018

SUBJECT: Absenteeism- Hourly Non-Exempt

REVIEWED: 12/14/2022

## I. PURPOSE

It is essential for the success of the College and for the security of everyone's job that the College is able to adequately serve its constituencies. To accomplish this objective, regular and prompt attendance at work is required of all employees.

## II. POLICY

If an employee finds it necessary to be absent, that person must notify their supervisor or the office at once.

### A. Grounds for absence

1. Excused
2. Personal Illness (sick leave) – Non-exempt employees
  - a. Regular (non-exempt-hourly) employees shall be entitled to 10 days of paid sick-leave per year accruable from year to year up to a maximum of 30 calendar days (225 hours). The accrual is based on a monthly basis, 6.25 hours per month for full-time employees.
  - b. Employees of less than full-time working 20, 25, or 30 hours weekly, sick-leave accrual shall be proportionately granted.
  - c. All sick-leave taken must be reported in a timely fashion via the leave request form and entered into the time clock for non-exempt employees.
  - d. Absences of longer duration than 3 working days may require a doctor's release subject to the supervisor's discretion.
  - e. Accrued sick leave will not be paid upon termination.
3. Family Illness
  - a. Sick-leave accrual for non-exempt employees may be used in cases of illness within an employee's immediate family.
  - b. Immediate family shall include: father, mother, spouse, children, brother or sister.
4. Maternal
  - a. Absences related to pregnancy shall be treated as any other illness and therefore guided by the personal illness policy shown above. Specific leave policies related to maternity are defined in the Family Medical Leave Act policy and Parental Leave policy.

5. Jury Duty

- a. The time absent from work because of jury duty is granted without loss of wages and without affecting any other entitlements, i.e. sick leave or vacation leave.
- b. Employees should report their jury summons to their direct supervisor and complete the employee leave request form in the online platform.

6. Military Leave

- a. Military leave will be granted for military and reserve duty in accordance with applicable law. Employees called to or volunteering for active/training duty or to reserve or National Guard training should submit copies of military orders to their supervisor as soon as possible so that work schedules and vacation schedules may be arranged consistent with operating needs.
- b. Employees must return to work within two regularly scheduled work days after the last calendar day necessary to travel home.
- c. The College will not reimburse the employee for time lost because of military training or active duty.
- d. The employee will be reinstated with the same seniority, status, pay and other benefits upon return from military training or active duty. Every effort will be made to provide the same position the employee vacated when called to active duty.
- e. If an employee is called to active duty, the College will discontinue life insurance, accidental death and dismemberment, long term disability, short-term disability, state unemployment and worker's compensation coverage. If the employee wishes to continue the College's group health insurance, they must make arrangements with the Human Resource Department and pay their share of the premium. If the employee chooses to discontinue coverage, they will be allowed to reenroll upon completion of their active duty.

7. Bereavement Leave

- a. Emergency Leave is granted when there is a death in one's immediate family. Immediate family shall include father, mother, spouse, children, brother or sister, grandparents, in-laws, and step-siblings. Supervisory discretion may be used in the application of this policy regarding the definition of family.
- b. A maximum of 5 days per fiscal year is allowed for emergency leave.

8. Holiday Breaks

- a. Rocky Mountain College paid holiday break schedule is as follows:
  - i. Independence Day (July 4<sup>th</sup>)
  - ii. Labor Day (1<sup>st</sup> Monday in September)
  - iii. Thanksgiving (4<sup>th</sup> Thursday and Friday in November)
  - iv. Holiday Break (typically last 2 weeks of December)
  - v. New Year's Day
  - vi. Martin Luther King Day
  - vii. Good Friday
  - viii. Easter Monday
  - ix. Memorial Day (Last Monday in May)

If a holiday falls on Saturday or Sunday, the Friday before or the Monday after shall be observed.

- Additional holidays may be added subject to Presidential discretion.
- The President’s Cabinet reserves the right to alter the holiday schedule at any time.
- Eligibility for Holiday pay is for employees who are designated as part-time hourly 20, 25, 30, non-exempt salaried, and salaried full time. Those individuals who are considered part-time hourly 20, 25, and 30 will be pro-rated.

9. Vacation Leave

- All newly hired non-faculty hourly employees begin accruing vacation time upon the date of hire. Accrued vacation time during the probation period is subject to the stipulations described below.
- Should an employee terminate before the completion of their probationary period, accrued vacation will not be paid. If vacation has been taken during the initial probationary period, it shall be deducted from the final paycheck. If there is a negative balance at termination, it will be calculated and deducted from the employee’s final paycheck.
- Full-time, non-exempt employees – Accrual is four weeks’ vacation per year or 12.5 hours per month up to a maximum of 150 hours per fiscal year. Accruals cease once the maximum is reached. Subsequently, once accrued/earned vacation time is used, accrual resumes. Non-exempt employees can carry over a maximum of four weeks.
- Part-time, non-exempt employees – vacation time is based on employment status outlined in the schedule below but will be prorated for less than full-time.

<b>Employment Type</b>	<b>Employment Status</b>		<b>Annual Accrual</b>	<b>Monthly Accrual</b>	<b>Maximum Carryover</b>
Non-Exempt	FTH	Full-Time Hourly	150.00	12.50	150.00
Non-Exempt	PT20	Part-Time 20	80.00	6.667	80.00
Non-Exempt	PT25	Part-Time 25	100.00	8.333	100.00
Non-Exempt	PT30	Part-Time 30	120.00	10.00	120.00

- All employees should complete the “Employee Leave Request” flow form and get approved by their direct supervisor for the requested leave two weeks in advance of the employee’s desired time off. The form is located on the Human Resources Department website.
- No payments will be made in lieu of taking vacation, except for earned, unused vacation time at the time of termination.

- g. Should an hourly employee terminate prior to the completion of their probationary period, accrued vacation will not be paid. If vacation has been taken during the initial probationary period, it shall be deducted from the final paycheck. If negative balance at termination, it will be calculated and deducted from the employee's final paycheck.
  - h. All accrued but unused vacation will be paid upon termination subject to the probationary period employment clause.
  - i. Vacation leave taken shall be reported on the staff time card for non-exempt employees and it should be reported in a timely fashion.
  - j. Employees who resign from and are rehired by Rocky Mountain College will accrue the same vacation rate as their previous employment. Their previous years of service will be added to their new employment for years of service.
10. Administrative Leave
- a. If conditions warrant or with appropriate supporting information, the President may grant administrative leave with pay.
  - b. Administrative leave may only be granted by the President.
11. Sabbatical Leaves – Refer to Faculty Policy F-001-01-0014
12. Leave without Pay
- a. FACULTY- Refer to Faculty Policy F-001-01-0014
  - b. NON-FACULTY EMPLOYEES
    - i. An employee may be granted a leave of absence without pay for education, research or writing, study, extended illness, or compelling personal reasons. It may not be used to extension of vacation leave or to create a vacation period. It is not a personal leave of absence.
    - ii. Whether or not to approve such leave is at the college's sole discretion. If it is denied, the employee may resign. Requests must be made to the employee's immediate supervisor who must consult with the Human Resource Department regarding eligibility prior to authorizing the leave of absence.
    - iii. When considering a leave of absence without pay, an employee should be aware that all of his/her benefits are affected. The employee will be responsible for the continued payment of any benefit premiums while on leave. The college will not be responsible for any employer portion of the premiums.
    - iv. No sick leave or vacation shall accrue while an employee is on an approved leave of absence.
    - v. Should an employee take a leave of absence due to extended illness or personal reasons, all accrued sick leave (if appropriate) and/or vacation must be used prior to the without pay status becoming active.
    - vi. When preparing to return to work, an employee must contact their supervisor at least two (2) weeks prior to the date of his/her return.

- vii. Should an employee fail to return as expected and fail to notify their supervisor of an acceptable reason for not returning, their employment is considered voluntarily terminated.
- viii. A leave of absence is limited in duration to three (3) months and, prior to beginning leave of absence, each employee must contact the Human Resource Department.

13. Tardiness

- a. Repeated tardiness will be subject to discipline/dismissal policy.

14. Unexcused Absence

- a. Returning to work
  - i. Upon returning to work from an unexcused absence, the employee must report to their supervisor and disclose the reason for the absence.
  - ii. If the supervisor accepts the reason as valid, no penalty will be imposed.
  - iii. If the reason is not acceptable, the employee will be disciplined in accordance with the discipline/dismissal policy.
  - iv. Employees shall have the right to appeal imposed penalties through normal grievance channels.

III. REVIEW AND RESPONSIBILITIES

Responsible Parties: Human Resources Department

Review: As deemed as appropriate

IV. APPROVAL

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
 President

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
 Chair / Board of Trustees