

SECTION: Human Resources

AREA: Leave Policies

Date: 07/01/2022

SUBJECT: Flex Time Off – Salaried Exempt Staff Reviewed: 12/14/2022

Effective: July 1, 2022

At Rocky Mountain College (“RMC”), we work hard but also believe that taking time off from work is essential, both personally and professionally. Subject to the terms discussed in more detail below, effective July 1, 2022 we will no longer set a firm limit for the number of sick and vacation days our salaried staff employees take during the year. Flex time off (“FTO”) requests must be approved by a supervisor, and each team member is expected to balance their work and time off reasonably, so as to avoid any harm to RMC or its students. Due to business and staffing needs, FTO requests are not guaranteed to be approved, partially or in whole.

Flex Time Off –Salaried Staff Employee

RMC maintains a FTO policy for regular, benefit eligible exempt and non-exempt staff salaried employees. Time off may be taken for purposes such as vacation, illness, or personal time. Employees are eligible to request FTO after they complete the probationary period of 180 days with the College. Under this policy, there is no systematic tracking or accruing of FTO beyond the approval process described below. The intent of this policy is that the employee will be responsible to manage their FTO in a manner that prioritizes work responsibilities while balancing personal needs and/or commitments.

When requesting FTO, the employee shall notify their supervisor at least two (2) weeks in advance of requested FTO. To provide such notice, all employees must submit an “Employee Leave Request” to their direct supervisor. The “Employee Leave Request” form is located on the Human Resources Department website at <https://rmc.flowforms.io/>. If you are unable to request your FTO in the timeframe set forth above, due to illness or an emergency, please notify your supervisor according to the Attendance and Tardiness policy.

Supervisors are expected to encourage employees to take an appropriate amount of time off, to evaluate and approve (or otherwise manage) FTO requests, taking into account legitimate RMC business needs, to evaluate and manage all employee requests in a fair manner, and to honor time off by not interrupting previously-approved FTO, unless necessary.

RMC expects everyone to deliver on their goals and commitments, and to prioritize meeting those legitimate business commitments. It is possible that not all requests will be approved if doing so would jeopardize key business goals or priorities. We hope RMC’s FTO policy conveys trust, making you-not your manager or the College—responsible for making sure your

tasks and projects still get done regardless of the time away from the office. Under certain circumstances, employees who are not yet eligible to take FTO may be permitted to take time off of work without loss of pay, at the sole discretion of the College.

Sick Time off

To be eligible to use FTO for sick leave – employees must provide proper notification of absence as discussed under the Attendance/Tardiness policy. Employees must give this notification each day they are absent unless the absence has been approved in advance. Employees may be required to submit, in writing, the reason or reasons for their continued sick leave, the estimated date of return and whether any supplemental income payments are being received or whether an application for them is pending. RMC may also require, at any time, a written verification of illness from the employees' doctor. FTO may be used for an injury, illness or other unexpected situation up to a maximum of two (2) weeks, unless approved in advance.

Extended Medical Leave

This policy will run concurrently with Family and Medical leave Act (FMLA), as applicable. If an absence is due to injury, illness, or a temporary or ongoing medical condition, or it is deemed to be a qualifying leave under a state or federal law or program, then the absence will require the FMLA medical documentation from medical provider to excuse paid leave past (10) work days, per occurrence, or in accordance with applicable law. This plan may affect applicable wage replacement benefits such as workers compensation or short and long term disability insurance plans. Any injury, illness, or temporary or ongoing medical condition requiring longer than 10 (ten) work days off will need to meet with Human Resources to complete the Family Medical Leave Act (FMLA) paperwork.

The FTO granted under this policy is considered an income replacement benefit, and is not considered accrued time or vested wages. Employees will not be paid for FTO at the end of employment unless otherwise required by law, as FTO is not an accrued benefit.