



Administrative Policy Leave

Approved By: President

Date Approved: December 6, 2023

Effective Date: December 6, 2023

1. **Summary:** This policy establishes requirements, guidelines, and procedures for employee leave.
2. **Rationale:** This policy is necessary to ensure that practices regarding leave serve the needs of employees while ensuring adequate coverage of the College's departments.
3. **Entities Affected:** employees
4. **Definitions:** not applicable

5. **Policy:**

a. **Holidays**

Criswell College designates the following days as official holidays:

New Year's Day

Martin Luther King, Jr. Day

Good Friday

Memorial Day

Juneteenth

Independence Day

Labor Day

Thanksgiving Day

Thanksgiving Friday

Christmas Eve

Christmas Day (and surrounding days subject to administrative approval)

Official holidays falling on Saturday or Sunday may be observed on an alternate date approved by the President. All regular full-time employees are eligible for paid holidays.

b. **Vacation Policy**

Full-time regular employees of Criswell College are granted annual vacation leave in accordance with the policy below.

General Guidelines

Vacations are granted for the purpose of rest, recuperation, and recreation, and may not be accumulated for periods beyond those set forth below. The time of the vacation is subject to the approval of the supervisor and subject to change after scheduling, should the needs of the organization so require.

Computation and Duration of Vacation

Vacation time accumulates on a monthly basis. An employee hired between the first (1st) and fifteenth (15th) day of the month begins accumulating vacation time during the month of hire. An employee hired between the sixteenth (16th) and the last day of the month begins accumulating vacation the month after the initial month of hire. A break in service requires that vacation eligibility be computed using the most recent date of employment. Vacation is earned and accumulated on a monthly or pro rata yearly basis from the employee's hire date. An employee whose termination date falls between the first (1st) and fifteenth (15th) day of the month will not earn vacation that month. An employee whose termination date falls between the sixteenth (16th) and the last day of the month will earn vacation that month.

- Full-time employees will be granted paid vacation time during the calendar year on the following schedule:

<u>Length of Service</u>	<u>Paid Vacation Earned</u>
Hire date through 48 mo.	10 working days (.833 days/mo.)
4th anniversary through 15 yrs.	15 working days (1.25 days/mo.)
After 15 yrs.	20 working days (1.66 days/mo.)

Vacation will be awarded and tracked on a calendar year basis. On January 1 of each year, each employee will be credited with the total number of vacation days which should be earned that calendar year. Unused vacation days may be carried over to the following calendar year but will be limited to five (5) days which must be taken prior to June 30.

Employees are eligible to use vacation time at the conclusion of their first three (3) months of service as a full-time employee. Exceptions will be handled on a case-by-case basis and must be approved by the employee's supervising Vice President and the Vice President of Finance.

- Part-time and temporary employees are not eligible for paid vacation.

Scheduling of Vacation

Although every effort is made to grant vacations at the convenience of the employee, approved vacation periods are subject to change by supervisors whenever the needs of the organization require.

The development of vacation schedules is the responsibility of each supervisor. Employees must submit vacation requests to their supervisor via the payroll software system. Upon approval, the request will be forwarded to the Human Resources Director. If possible, employees should notify their supervisors one (1) month in advance when requesting vacation time. With the approval of the supervisor, the vacation period for any employee may be taken in increments, normally one (1) day or more in duration, but no less than ½ day increments.

Recording Vacation Periods

Employees must request time off in the payroll software system. Upon the supervisor's approval, the vacation time will be recorded in the employee's payroll profile. Likewise, vacation time will be accrued via the payroll software system. Vacation days are recorded at 8-hour (full day) or 4-hour (half day) increments.

Vacation Pay at Termination

An employee who terminates during the year will be paid at the time of termination for earned vacation. Vacation taken but unearned will be deducted from the final check.

Vacation Guidelines

- Specific scheduling of vacations is the responsibility of the employee's supervisor.
- Thirty (30) days' notice is normally required for five (5) or more days of vacation.
- The College will make every effort to meet the employee's request. However, the schedule must be flexible enough to provide for the minimum coverage needed in each department.
- We encourage vacation time to be taken by the end of the calendar year. Carryover days will be limited to five (5).
- Extra pay will not be given in lieu of vacations.
- Employees will be entitled to another day off in the event a holiday falls within the scheduled vacation period.
- Vacation days less than half (1/2) a day will not be permitted.

c. Sick Leave

Paid sick leave is designed to provide compensation to employees during periods of absence due to illness or injury to either themselves or a spouse, dependent child, or dependent parent. Annual well care check-ups (physical exams, dental, eye exams, physical therapy treatments, etc.) may be applied to sick days in one-half (1/2) day increments.

Sick leave is accumulated on a monthly basis at the rate of ten (10) days per calendar year (6.7 hours/month for regular, full-time employees) and is cumulative to a maximum of thirty (30) days. Sick leave is paid at an employee's regular rate of compensation. Sick leave may also be utilized in cases of death of close family members (five (5) days) as approved by the supervising Vice President if emergency leave has been used up (see 6.5 Emergency Leave).

New employees will be advanced up to three (3) sick leave days upon employment and, if used, these advanced days will be charged against time accumulated. Employees will be credited sick leave for any month they enter employment before the fifteenth (15th) calendar day.

Separating personnel will not be credited sick leave hours in any month terminating prior to the fifteenth (15th) calendar day and will not be paid for unused sick time.

Sick leave may not be utilized for vacation or other purposes; excessive use or misuse of sick leave may be considered an indication of an employee's inability to perform their job.

Notification and Approval

Employees must notify their supervisors of their intent to be absent and contact the supervisor each day they will miss work. The supervisor will ensure that all sick days are properly reported to the Director of Human Resources during the current pay period. Employees must enter their sick time on their time sheets or time cards in the payroll system during the current pay period.

In no instance may paid sick leave be approved for more days than the number accumulated in prior years plus that which will be earned in the current year. Unearned sick leave taken will be deducted from the final paycheck of terminating employees. Accumulated sick leave will not be paid when employment ends.

Absences Exceeding Five (5) Consecutive Days

The Director of Human Resources must be notified if medical reasons extend an employee's absence to more than five (5) consecutive days. A physician's statement as to the nature of the illness may be requested and a medical release may be required for the employee to return to work.

d. Family and Medical Leave

Consistent with the Family and Medical Leave Act (FMLA), full-time employees of Criswell College may be entitled to twelve (12) workweeks of leave without pay during any twelve (12) month period for the following reasons:

- The birth and subsequent care of an employee's child
- Placement of a child with employee for adoption/foster care
- Care for employee's spouse, child, or parent with a serious health condition
- A serious health condition that prohibits the employee from performing the functions of the job

To be eligible, employees must have been employed by Criswell College for at least twelve (12) months and for at least 1,250 hours during the twelve (12) months before leave is requested. The highest paid ten percent (10%) of full-time employees are not covered by this policy unless it involves their own serious health condition.

With respect to leave related to an employee's health condition, absences on account of a brief health condition (two (2) weeks duration or less) should be handled in accordance with the College's sick leave policy. However, if the employee is, or expects to be unable to work over an extended period of time because of a serious health condition, a leave of absence may be sought. A "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider and may include pregnancy or childbirth.

Procedure

Where the necessity for leave is (i) due to a family member's or the employee's own serious health condition, and (ii) is foreseeable based on planned medical treatment, the employee must:

- Provide at least thirty (30) days' notice (or as soon as practicable if treatment starts in less than thirty (30) days) to the employee's supervisor and the Director of Human Resources.
- Make a reasonable effort to schedule the treatment so as not to disrupt the operations of Criswell College unduly, subject to the approval of the health care provider. A "health care provider" is generally a Doctor of Medicine or Osteopathy who is authorized to practice medicine or surgery.

The employee's request for family leave must be submitted in writing. The written request should state the date the leave is expected to begin, the basis on which leave is sought, affirm the employee's intention of returning to work following the leave, and specify the date when the employee anticipates returning to work.

Terms and Conditions

Leaves of absence are without pay. Criswell College will require that all of the employee's available accumulated vacation pay and sick leave (if leave relates to the serious health condition of the employee) be substituted for part of the twelve-week (12) leave. Employment is terminated at the conclusion of such twelve-week (12) period if an employee does not return to work at the end of such period and has not requested and been granted additional leave as provided for in this policy. Requests for additional leave beyond the twelve-week (12) period will be considered by the President where the employee can establish that such a flexible leave period is necessary as a reasonable accommodation to the employee's disability, unless the accommodation would pose an undue hardship on the operations of the College.

Benefits

The taking of leave will not result in the loss of any employment benefits accumulated prior to the date on which leave commenced. College-paid benefits, such as insurance, will continue to be paid during approved Family and Medical Leave. However, employees will not receive holiday pay, accumulate additional vacation time or sick time, or accumulate seniority during the leave period.

Intermittent Leave

Leave taken for the birth or placement of a child may not be taken intermittently or on a reduced leave schedule unless the College agrees. Leave taken because of a serious health condition of the employee or a family member may be taken intermittently or on a reduced leave schedule, only if medically necessary.

Certifications

Criswell College requires that any leave request based on a family member's or the employee's own serious health condition be supported by the certification of a health care provider in a timely manner. The certification must state (i) the date the condition began; (ii) the condition's probable duration; (iii) the appropriate medical facts regarding the condition within the health care provider's knowledge; and (iv) a statement regarding the need for the employee to care for the sick family member or that the employee is unable to perform the functions of the job.

The College may, at its expense, require the employee to receive a second medical opinion from a second specified health care provider. If the second opinion conflicts with the first, a third medical opinion may be required, again at the College's expense, which will be binding. This provider will be jointly designated or approved by the College and employee.

The College may also ask the employee to provide subsequent recertification on a reasonable basis. In addition, employees returning from leave due to their own serious health condition must submit a certification that they are able to resume work.

Reinstatement

In general, an employee who returns from a period of leave will be restored to the same position held by the employee when the leave began or to a position equivalent in pay, benefits, and other terms and conditions of employment. By law, Criswell College may deny job restoration to certain employees who are in the highest paid ten percent (10%) of the College's work force under certain conditions.

e. Emergency Leave

Criswell College may provide up to five (5) days of paid personal emergency leave each calendar year to full-time employees. Such leave will be granted under the following conditions:

- A death in the immediate family.
- A critical accident or illness of an immediate family member requiring emergency treatment or hospitalization.

An immediate family member is considered to be an employee's spouse, child, grandchild, parent, sibling, or spouse's parent or sibling. A personal emergency involving a family member other than those listed above must be approved by the supervising Vice President.

f. Jury Duty

Jury service is considered to be an obligation. In the event an employee is called for jury duty, Criswell College will grant leave with pay for the term of jury service. Employees are entitled to retain all juror fees received for jury service.

The employee who is dismissed early by the court is expected to report to work for the balance of the working day, if practical. The College must be provided with a copy of the summons and notice of completion of jury service.

g. Military Leave

Criswell College will provide military leave for employees required to participate in active service as part of their military commitment. Those full-time employees will be paid the difference between their regular pay and their service pay while on active duty for not more than two (2) weeks annually.

h. Leave Without Pay

Leave without pay may be granted under exceptional conditions which are not covered under other provisions of this policy manual and then only after earned vacations and sick leave have been exhausted. The purpose of granting leave without pay is to preserve the employee's continuity of service with Criswell College through an emergency or a planned, limited period of absence.

Requests for leave without pay must include definitively stated inclusive dates and the reason for making the request. All such leave must be requested through the employee's supervisor and approved by the President under terms and conditions which are mutually agreeable. Employees granted leave without pay who desire to continue insurance and retirement coverage must make arrangements with the Director of Human Resources to pay the full monthly premiums required for coverage.

6. Procedure:

- a. Implementation:** Necessary procedures are embedded in the policy above.
- b. Responsibility for Compliance:** Chief Financial Officer
- c. Notification:** This policy will be posted on the College's website and will be published in its entirety or in summary in the College's *Employee Handbook*.
- d. Policy Review:** This policy will be regularly reviewed according to the College's policy review procedure.

For the Office of the President only:

Policy version: 2.0	Policy number: 2.051
Related policies:	

Policy History

Version 1.0	Not Available
Version 2.0	December 6, 2023