

PURPOSE: TO OUTLINE THE RULES FOR EARNING & USING LEAVE & TO IDENTIFY THE PAID HOLIDAYS OBSERVED BY BRENAU.

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## A. GENERAL

All leave periods, except paid holidays, will be recorded by the Payroll Office. Exempt, monthly paid employees must initiate an Absence Request form to account for all periods of absence. In case of illness or other emergency, an absence report will be prepared immediately upon return to work in order to document the period of absence. Non-exempt, weekly paid support staff must document all periods of absence on their weekly time sheets.

## B. VACATION

1. Vacation time for staff is earned based on the number of years of employment at the university. On July 1 of each year, the maximum number of allowable days will be credited in full to each staff employee's leave account.
2. All vacation time must be used within the fiscal year in which it is earned. Effective July 1, 2010 any unused vacation time remaining on an employee's record on June 30<sup>th</sup> of each year will be converted to the maximum allowable number of sick days. The remaining unused vacation will be forfeited.
3. Full-time staff employees working on a twelve month schedule earn vacation time according to the following schedule:
  - i. 0– 1 year of service, 4 hours per month calculated from the date of hire through the end of the fiscal year. On July 1 (start of the fiscal year) entitled to 6 working days of vacation until the first full fiscal year has been completed.
  - ii. 1– 4 years of service, 12 working days per fiscal year awarded on July 1 (earned at a rate of 8 hours per month during the fiscal year).
  - iii. 5– 9 years of service, 16.5 working days per fiscal year awarded on July 1 (earned at a rate of 11 hours per month during the fiscal year).
  - iv. 10 or more years of service, 21 working days per fiscal year awarded on July 1 (earned at a rate of 14 hours per month during the fiscal year).
4.  $\frac{3}{4}$ -Time staff employees (working 30-37 hours per week on a twelve-month schedule) will earn 36 hours of vacation per fiscal year. During their first year of employment, new hires will be awarded 3 hours per month calculated from the date of hire through the end of the fiscal year.
5. Half-Time staff employees (working 20 to 29 hours per week on a twelve-month schedule) will earn 24 hours of vacation per fiscal year. During their first year of employment, new hires will be awarded 2 hours per month calculated from the date of hire through the end of the fiscal year.
6. Effective January 1, 2008, staff employees working less than 12 months per year will earn vacation time according to the following schedule:
  - i. Full-time staff employees will earn 40 hours of vacation per fiscal year. During their first year of employment, new hires will be awarded with 4 hours per month calculated from the date of hire through the end of the fiscal year.
  - ii.  $\frac{3}{4}$ -Time staff working less than 12 months per year will earn 36 hours of vacation per fiscal year. During their first year of employment, new hires will be awarded with 3 hours per month calculated from the date of hire through the end of the fiscal year.

- iii. Half-time staff employees working less than 12 months per year will earn 20 hours of vacation per fiscal year. During their first year of employment, new hires will be awarded with 2 hours per month calculated from the date of hire through the end of the fiscal year.
7. Executive staff positions and Deans will earn twenty-one working days per fiscal year.
8. Part-Time, “as needed” staff employees (i.e. Security Officers, Tutors, Temporary employees, Pool Attendants, etc.) and persons working fewer than 20 hours per week, including student assistants and adjunct instructors do not earn paid vacation.
9. 9-month faculty who are entitled to administrative and student holidays, will not earn vacation.
10. Faculty working on an 11-month or 12-month administrative schedule earn vacation based on the number of years of employment at the university; according to the following schedule:
  - i. 0– 1 year of service, 4 hours per month calculated from the date of hire through the end of the fiscal year. On July 1 (start of the fiscal year) entitled to 6 working days of vacation until the first full fiscal year has been completed.
  - ii. 1– 4 years of service, 12 working days per fiscal year awarded on July 1 (earned at a rate of 8 hours per month during the fiscal year).
  - iii. 5– 9 years of service, 16.5 working days per fiscal year awarded on July 1 (earned at a rate of 11 hours per month during the fiscal year).
  - iv. 10 or more years of service, 21 working days per fiscal year awarded on July 1 (earned at a rate of 14 hours per month during the fiscal year).
11. Department Chairs working on a 10-month administrative schedule will earn five working days per year.
12. Earned vacation shall be taken at times that are mutually acceptable to the employee and his/her supervisor. Vacation time should be requested and approved by the supervisor at least two weeks prior to the date vacation commences.
13. Upon separation of employment, an employee will be entitled to the number of earned vacation days since July 1 of that fiscal year. If employees have used all or more than the days they have earned, there will be no compensation for vacation (Refer to FSG 3-07 for details).
14. Employees are not permitted to exceed the total allowable vacation allotment for the fiscal year (Refer to 3-03 K). Supervisors are required to review the allotted hours for each employee before approving time off. If, as a result of an error, an employee has taken vacation time in excess of their allotment during the fiscal year, the employee will not be paid for the excess vacation time.
15. No more than two weeks vacation may be taken at any one time unless prior approval in writing is granted by the immediate supervisor, VP, and Director of HR.

#### C. SICK LEAVE

1. All full-time faculty and staff employees working on a twelve-month schedule will earn one day of sick leave per month up to a maximum of 880 hours.
2. 3/4-Time faculty and staff employees (working 30-37 hours per week) will accrue 6 hours of sick leave per month to a maximum of 880 hours.
3. Half-Time faculty and staff employees (working 20 to 29 hours per week) will accrue 4 hours of sick leave per month to a maximum of 440 hours.

4. Part-Time, "as needed" or temporary faculty and staff employees (including adjuncts) working less than 20 consistent hours per week will not earn sick leave.
5. Staff employees working less than 12 months per year will earn sick leave at the rate of 4 hours per month for each month worked, (i.e. a 10-month staff employee will accrue 4 hours of sick leave for 10 months to total 40 hours per year.
6. When faculty members become ill, the Department Chair should be notified and substitute responsibilities will be assumed within the department, attempting not to overload regular faculty members who are already teaching their full loads.
7. Sick leave need not be used for periods of disability that occur during paid holidays, academic or student holidays, or other periods when a person is not scheduled to work. Sick leave is to be used only in the event of illness while employed at Brenau or disability of sufficient severity that prevents an employee from working.
8. Under no circumstances, shall compensation be granted for unused sick days upon separation of employment.
9. Should a critical illness necessitate absence from work leading to the use of long-term disability, the employee will utilize the available sick leave he or she has accrued. Should that accrual be less than the 90 days the employee may go on leave of absence without pay until the 90 days is satisfied for long-term disability. The University reserves the right to grant exceptions to the policy based on the appeal of the employee suffering the illness, or his or her representative should the employee become incapacitated.
10. If an employee has a negative balance in their sick leave; the number of hours taken will be deducted from their remaining vacation leave in order to cover the negative balance. If the employee does not have vacation leave earned, the employee will not be compensated for the time taken.
11. Absences of three consecutive days or more may require a doctor's statement justifying the absence if the employees' supervisor requests the same.
12. If repeated absences occur, or if the supervisor believes the employee to be misusing sick leave, the supervisor may request a doctor's statement that justifies medically the need for the absence.
13. Sick leave and FMLA leave will run concurrently, on a rolling-year as defined by the FMLA. Should an employee need to be absent from work for more than 1 consecutive week (or intermittently throughout the year due to a single medical concern) they will also be required to complete the FMLA paperwork in addition to the absence request form. Refer to FSG 3-03 D for additional information regarding FMLA and intermittent FMLA.

#### D. FEDERAL FAMILY AND MEDICAL LEAVE ACT

1. The University complies with the Family Medical Leave Act (FMLA) allowing for 12 weeks of leave for eligible employees who are suffering serious health issues or who are required to care for immediate family members suffering serious health issues, as defined by the FLMA. This unpaid leave would not begin until the employee has exhausted his or her accrued sick and other leave. Sick leave and FMLA leave will run concurrently, on a rolling-year as defined by the FMLA. Employees are eligible for requesting FMLA after the completion of 12 months of continuous employment and have worked the requisite hours during that year as defined by the Act.

2. An employee may take leave on an intermittent or reduced leave schedule where it is medically necessary due to the serious health condition of a covered family member, the employee, or the serious injury or illness of a covered servicemember, or when necessary because of a qualifying exigency. Effective May 1, 2010; all time taken under intermittent FMLA will be calculated in 8-hour increments. (i.e. should an employee need to leave the office 1 hour early due to their FMLA condition, the time taken will be counted as 8 hours rather than 1).
3. Requests for use of the FMLA must be applied for in writing by completing the appropriate paperwork available in the Office of Human Resources. This request must be made in advance unless an emergency requires immediate use of the FMLA. In that situation, the employee or his or her power of attorney must complete the paperwork within two weeks of the onset of the illness. The Family Medical Leave Act specifically provides that when a husband and wife are employed by the same employer, they can be limited to a combined total of 12 work weeks of leave during any 12-month period, in three specific cases: (1) the birth of a son or daughter of the employee and in order to care for such son or daughter, (2) the placement of a son or daughter with the employee for adoption or foster care; (3) or care of a sick parent.
4. During the leave, the university will maintain the employee's medical and dental coverage, provided the employee continues to pay his or her normal portion of the premiums. During unpaid leave, the employee will be required to submit checks, payable to Brenau University to the Accounting Office by the first of each month. Should the employee fail to make the required payment for health coverage within 30 days of the date that such payments are due, health coverage will be cancelled. Scheduled Brenau holidays during which time the employee is out of work on FMLA will be paid to the employee.
5. Should FMLA be granted due to serious health condition the employee must provide "return to work" documentation from their physician stating that it is permitted for the employee to return to normal duties.
6. Employees who fail to return to work after FMLA leave shall be treated as having voluntarily terminated their employment.

#### E. PAID HOLIDAYS

1. Holidays designated for observance at Brenau are: New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, Christmas Day and ½ day for employee's birthdays (to be scheduled during the month of the actual date). Additional paid leave days may be announced by the President in connection with periods of student absence. If a holiday falls on the employee's normally scheduled work day the employee will be compensated for the holiday. Should an employee be required to work on a Brenau holiday, those employees will be paid holiday pay and actual hours worked.
2. A terminating employee shall not be paid for any official holiday(s) occurring after the last working day of his or her employment. Employees on unpaid leave or not receiving wages/salary from worker's compensation insurance will not be paid for holidays that occur during the period of unpaid leave.
3. When a designated holiday falls on a Saturday, the holiday is to be observed on the preceding Friday. When a designated holiday falls on a Sunday, the holiday will be observed on the following Monday. Should Brenau choose to recognize a holiday on an alternate date, both the

alternate date and the physical date of the holiday will be honored in terms payroll (Refer to FSG 3-03 E1).

4. Temporary employees, students and part-time employees working fewer than 20 hours per week will be granted time off without compensation on holidays.
5. Should employees wish to take a religious holiday in which Brenau does not recognize, the time should be documented on the absence request form/timesheet as vacation.

#### F. VOTING

Full-Time,  $\frac{3}{4}$ -Time, and Half-Time employees will be given paid time off to vote in local, state and national elections. Employees, who are registered to vote, may take up to a maximum of two hours off to vote.

#### G. MATERNITY/PATERNITY LEAVE

1. Employees classified as half-time or more who have been employed by Brenau University for a minimum of 12 continuous months will be eligible for up to a total of twelve weeks leave for the birth or adoption of a child. This leave runs concurrent with FMLA.
2. During the scheduled maternity/paternity leave the employee will be paid at 70% of their regular base earnings. Upon the employee's return from maternity/paternity leave, the previously withheld 30% will be paid to the employee. Should the employee not return to work after the maternity/paternity leave period ends, the previously withheld 30% not earned will be forfeited (effective August 15, 2011).
3. Completed application forms must be submitted to the Office of Human Resources at least 60 days prior to the anticipated birth or adoption. Application forms for this leave are available in the Office of Human Resources, or on the HR website. Should the form requesting maternity/paternity leave not be submitted 60 days prior to the birth or adoption, or not at all, the supervisor has the right to deny the request.
4. Brenau will follow FMLA which states Maternity/Paternity leave will begin when the employee leaves work. Only in the cases of serious illness of the mother or child will additional sick leave be granted to extend the 12-week period. It is anticipated there will be additional times of absence with the mother or father will be required to be out with a sick child or for doctor appointments, etc. The previously accrued sick leave and or vacation leave should be reserved for these purposes.
5. This policy does not mandate the full usage of the 12 weeks. This leave will be granted after reasonable notice to the employee's supervisor in order to provide adequate substitute help for the anticipated period of time the employee will be out of work. Supervisors may contact the Office of Human Resources in order to discuss temporary assistance during the absence of the Brenau employee. Employees may be asked to submit a doctor's statement with detailed information at any time in addition to completing the request to use maternity/paternity leave form.
6. Hourly staff employees should complete timesheets in advance and submit to the Payroll Office before leaving campus to ensure pay is not interrupted.

#### H. MILITARY LEAVE

1. Military leave of two weeks or less will be granted to twelve-month employees who are members of the Georgia National Guard or the reserve components of the Armed Forces of the United States.

2. Employees on military leave will be paid the difference between their military pay and the regular rate of pay for their position if higher.
3. Military leave will not be charged against paid personal time. Employees who are absent on military leave for a longer period due to a national crisis (not to exceed five years) will continue to accrue benefits and seniority rights and will be entitled to the same or a comparable position upon their return.

#### I. JURY DUTY/SUPOENA

Employees who are required to serve on jury duty (or have been subpoenaed) must notify their supervisor as soon as possible. The employee will be paid the regular rate of pay for their position. If an employee is excused for the day or a portion of the day, the employee should report for work unless excused by the employee's supervisor. Official documentation of this required absence must be submitted to the Payroll Office along with the timesheet (hourly employees) or absence request form (salary employees).

#### J. BEREAVEMENT LEAVE

Employees are entitled to four days of paid bereavement leave (in addition to sick leave) in the event of the death of a spouse, domestic partner, child, parent, parent-in-law, grandparent, grandparent-in-law or siblings. Employees are also entitled to one day of bereavement for other family members and may use vacation or up to an additional two days of sick leave should more time be required. Employees must complete the appropriate paperwork for these absences within one week of returning to work if the leave is an emergency. The paperwork should be completed ahead of time if possible. The supervisor must be notified before any leave is taken.

#### K. UNPAID LEAVE

An employee is not permitted to take unpaid leave without the specific written approval of the immediate supervisor and the Director of Human Resources or the Executive Vice President/CFO, and then only unforeseen emergencies. Unpaid leave will not be permitted to extend vacation leave or FLMA.

#### L. DONATION OF LEAVE

The intention of this policy is to assist employees during periods of extremely serious medical emergencies. Need will be determined by the Director of Human Resources in consultation with the supervisor and the employee; medical documentation may be requested. Employees may donate accrued sick and/or vacation leave to another eligible employee up to a total of 40 hours. Employees receiving a donation may use the additional hours for sick leave only. An employee will not be eligible to donate sick or vacation leave after the date on which they submit a separation notice to their supervisor. Requests should be directed to the Office of Human Resources.

#### M. COMPENSATORY TIME OFF

Employees who are entitled to overtime may receive compensatory time off as authorized by the Fair Labor Standards Act. Compensatory time must be taken prior to the next scheduled pay period (i.e. is to be used within the same pay period as it was earned).

#### N. ACADEMIC OR SABBATICAL LEAVE

1. Full-time faculty may request a leave of absence for any of the following reasons:

- a. **Additional Graduate Study:** Faculty members may request academic leave to pursue additional course work in their field. This work should lead toward an advanced degree from a regionally accredited institution or in the case of faculty members who already have terminal degrees, should lead toward increased skill and knowledge in their discipline or a new area related to their teaching. It is expected that this additional work should have already begun when faculty members apply for academic leave. Documentation to support this type of leave should include identification of the university where course work is being pursued, recommendation of the Dean and Department Chair, and description of the planned program of studies. Approved academic leaves will not interrupt an individual's continuity of service.

Faculty enrolled in an advanced degree program required for their employment with the University may request tuition reimbursement and/or release time while continuing to teach part-time or full-time for the University. Tuition support is contingent upon availability of funds. Faculty who accept release time and/or tuition support will be obligated to remain employed with the University for at least two full years beyond completion of the degree, or repay the University the full amount of tuition and other fees reimbursed. Terms covering institutional support and faculty obligations shall be specified in a letter of agreement issued by the Provost & VPAA.

- b. **Sabbatical Leave:** A sabbatical leave is release from normal faculty responsibilities for a specific purpose and for one semester or one academic year. A faculty member is eligible for a sabbatical leave during or after the seventh year of service from the initial appointment date, or from the end of the previous sabbatical leave. Individual faculty are eligible to apply for a sabbatical leave on a seven-year cycle; however, no leave will be automatic. Sabbatical leaves are granted to acknowledge and reward outstanding service, and to provide opportunities for advanced learning, research and publication, or artistic performance. The effect of a sabbatical leave should promote excellence and intellectual renewal for faculty and enhance the reputation of the University. Each application will be reviewed according to its merit as an opportunity for intellectual and artistic renewal, and available funding.

Full-time faculty may request a sabbatical leave for the following purposes:

- **Research or Artistic Development:** Faculty members may request a leave to engage in scholarly research or artistic development. This endeavor should lead to improvement in skills or knowledge for the faculty members and to advancement in their discipline.

Documentation to support this request should include the approved proposal from an appointed faculty committee and the Provost & VPAA. This application form may be obtained from the Office of the Provost & VPAA.

- **Artistic Production or Scholarly Publication:** Faculty members may request a leave to engage in the production or writing of literary works, musical compositions, artistic creations or major research articles.

Documentation to support this request should include rationale and sufficient evidence that the project is original and that its magnitude warrants institutional support.

Compensation for faculty on approved sabbatical leaves shall be full salary for one semester or one-half salary for two semesters. Additional income may be derived from grants, fellowships or other sources of limited income related to the sabbatical project. Employment

with another university or organization during a paid sabbatical is not permitted.

The required return-of-service for a sabbatical shall be two years for each period of full salary. For example, one semester with full pay, or two semesters with half pay, shall require at least two years of full-time employment beyond the sabbatical. A sabbatical leave will not interrupt an individual's continuity of service. When leaves are granted, the contractual agreements should specify the return commitment on the part of faculty members receiving leave.

If faculty members are unable to complete the project for which the leave is granted, a prorated share of the salary payment will be returned to the University. In all cases, the terms of the contract will govern the arrangements for the sabbatical leave and shall constitute the total terms of the agreement.

## 2. Application Procedures for Academic Leaves:

For a leave beginning the next academic year, faculty members will submit their application with all supporting documents to their Dean and Department Chair in time for presentation of said documents by November 1 to the Faculty Development Committee and the Provost & VPAA for a leave beginning the following fall, and by March 1 for a leave beginning the following spring. In considering recommendation of a sabbatical leave, the respective Dean and Department Chair should assess the impact of the absence on the department's programs and services to students, and the approximate costs for covering the teaching and other duties of the person on leave.

If there are specific deadlines which applicants must meet with a sponsoring agency or institution of higher learning, these dates should be stated in the application. Otherwise, neither the reviewing committee nor the University administration can be held responsible for complying with these dates.

The Faculty Development Committee shall review each request and make recommendations for approval or non-approval to the Provost & VPAA. When there are several applications, the committee will rank order them according to merit and submit their recommendations to the Provost & VPAA. Applicants will be notified of their status as a result of the committee review, *i.e.*, those recommended and those not recommended according to the stated criteria as set forth in these guidelines. Where possible, the committee will explain the rationale behind the non-recommendation of particular requests.

The administration will provide a response to the recommended applicants no later than April 1 for the fall semester, and October 1 for the spring semester. The terms of the sabbatical are subject to final approval by the President. All awards are subject to availability of funds. Even with available funds, leave requests may not be granted for a given year. If, in the opinion of the Faculty Development Committee or the Provost & VPAA, no applications merit approval, then the University is not bound to commit funds to sabbatical leaves for that year.

### Application content:

- Date of original appointment to the Brenau University faculty.
- List of previous leaves or grants awarded by the University.
- Total amount of funding requested for sabbatical leave.
- Period of leave, from \_\_\_\_\_ to \_\_\_\_\_
- One- to two-page narrative of sabbatical project including purpose, relevance to one's teaching responsibilities, travel, research sites or performance venues, and anticipated results.

Sabbatical Reports: The faculty member will file a written report on the sabbatical project with the Office of the Provost and Vice President for Academic Affairs. The report should include a

brief narrative of the individual's accomplishments and abstracts of any related manuscripts or publications. Reports shall be submitted at the beginning of the semester following the sabbatical leave. Faculty will also share their experience with colleagues by giving a brief presentation at a faculty meeting.