

Andrews University

Paid Leave Plan

I. Purpose – The Andrews University Paid Leave Plan is available to workers who are of the following classifications: HF (35-40 hours), HP (30-34 hours), HH (20-29 hours).

The purpose of the plan is to provide a continuity of income during specific periods of absence, which includes vacation, personal time, holidays, and short-term sick leave and medical/dental appointments.

II. Accrual Rate – Time begins to accrue on the first day of employment at the following rate as determined by total denominational employment: (the leave bank illustration is based on a 40-hour workweek).

	Total hours	Equivalent Days	Max Annual Accrual	Hourly Rate of Accrual
1 – 4 years	0 to 13,104	25	200 hours	.0961538
5 – 9 years	13,105 to 28,080	30	240 hours	.1153846
Starting 10 year	Begin 28,081	35	280 hours	.1346153

For the purpose of determining the hourly rate of accrual the first 1,872 hours in a calendar year will constitute one year. Less than full-time will be prorated, providing the service was at least 1,000 hours for the year. For denominational employment prior to Andrews University the years of employment will be determined from the Employee Service Record. The appropriate hours will be added to the Paid Leave Bank after the Record is received.

The Paid Leave Bank may be used at the discretion of the employee upon prior arrangement of the department head, except for holidays and sick leave.

Time in the Paid Leave Bank may be paid only when the employee is off duty during their normal working hours, except at the time of termination or retirement.

III. Holiday Time – The University designates holidays when its normal activities are halted. Those days are: New Year’s Day, Martin Luther King’s Birthday, President’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day (1 & ½ days), and Christmas Day (1 & ½ days). Employees will be expected to take their holidays at those times. Employees required to work on holidays may take equivalent time off at another time acceptable to their department head.

IV. Short-Term Sick Leave – The first three days of any illness are paid from the Paid Leave Bank. Sick time for any illness of the employee which exceeds three days may be charged to available time in the Long-Term Sick Leave Time Bank. Sick Leave will be paid only if notification of the illness is given at the beginning of the workday on the first day of absence.

V. Time Limitations – Time may not be charged to the Paid Leave Bank in excess of its balance. For that reason, employees are advised to maintain a reserve for emergencies. Not more than four of the standard or average (whichever is less) workweeks may be charged to this bank at any one time.

The maximum paid leave that can be accumulated is 320 hours, or eight standard or average workweeks, whichever is less. When the maximum number of hours is reached no further hours may be added to the bank.

At the beginning of the fiscal year (July 1) any hours in the Paid Leave Bank which exceed 280 hours or seven of your standard or average workweeks, whichever is less, will be transferred to the Long-Term Sick Time Bank, but the hours in that bank may not exceed the maximum permissible. Time which cannot be transferred to this bank will be lost.

The net amount of accrued time in both the Paid Leave and Long-Term Sick Leave Banks will appear on the check stub of qualified employees.

VI. Long-Term Sick Leave – Starting with the fourth day of any illness of the employee the sick leave may be paid out of the Long-Term Sick Leave Bank. This sick leave accrues at the rate of 0.0153846 hours for each hour worked, which is four of the regular or average workdays; whichever is less, per year. The maximum that may be accrued in this bank is 26 average workweeks, but in no case more than 1,040 hours.

(Over)

Hospitalization, starting with the first day, is charge to the Long-Term Sick Leave Bank. Outpatient surgery performed in a hospital which necessitates a period of recovery may also be charged to this bank.

Employees who have used all of the time in their Paid Leave Bank may use time of the Long-Term Sick Leave Bank starting with the fourth day of an illness. In such a situation the supervisor will need to verify that there have been three consecutive workdays of absence because of illness. A physician's certificate will also need to accompany the application.

To qualify for Long-Term Sick Leave the first "Application for Long-Term Sick Leave" for each absence must be accompanied by a physician's statement, which indicated the nature of the illness, disability or incapacity and should indicate the anticipated period of absence from work. Subsequent applications within that period may not require the physician's statement.

Employees are expected to return to work as soon as they can resume their duties. In some instances this may require an accommodation on the part of the University to a temporary incapacity of the employee. This will be arranged, where possible, by department heads. The date of return to work may be set on the advice of the attending physician whose counsel may be sought at any time while the Long-Term Sick Leave Bank is being used. Time may not be charged to this bank after the physician has given approval to return to work.

Sick leave may not be used for any period of confinement in a public or private institution that is caused by an emotional or psychopathic illness resulting from voluntary addiction to chemical dependencies, such as alcohol or drugs.

Long-Term Sick Leave may not be used when incarceration is the cause for absence from work.

Payments may not be made out of the Long-Term Leave Bank after the date of termination of work nor may the credit remaining in the bank be paid in cash at any time. Time in the Long-Term Sick Leave Bank may not be transferred to the Paid Leave Bank under any circumstances.

VII. Reporting of Time – Payments for any time to be charged to the Paid Leave or Long-Term Sick Leave Banks must be reported on the forms provided for the purpose at the end of the week in which the time is taken.

VIII. Integration with Worker's Compensation – Worker's Compensation is an employer provided benefit part of which compensates for time lost from work because of a work related injury or illness. For that reason paid leave is cannot be used during the time Worker's Compensation is being received. If there should be a duplication of payment an adjustment will be made to charge you for the dollars paid to you by the University and an appropriate credit will be made to your Paid Leave Bank. (See 4:720 to 4:845)

IX. Funeral Leave and Jury Duty – Funeral leave, up to three days for specified relatives, and the time spent in jury selection and duty is covered under separate policies and is not chargeable to the Paid Leave Bank. (See 4:720 and 4:845)

X. Implementation – This plan became effective January 1, 1989.

XI. Holidays that Fall During the Qualifying Period – Time may not be charged to the Paid Leave Bank during the qualifying period. For holidays that fall during the qualifying period the employee has the option of reporting the time when he/she is placed on regular classification providing he/she did not work on the holiday.

An employee wishing to be paid for the holidays may report the holiday time on the Application for Paid Leave form. A separate form must be turned in for each holiday. Each form must show the week ending date for the week in which the holiday falls. The forms should not be turned in until the employee is placed on a regular classification.

Time in excess of that which has been accrued may not be reported. Time not charged to the bank may be used at a later date. The exception does not apply to absences from work during the qualifying period for any reason other than holidays.

The law requires that non-exempt employees paid time-and-a-half for hours in excess of 40 actually worked in a workweek. Time-and-a-half need not be paid for time in excess of 40 hours in a workweek which are paid for but not worked. Paid Leave hours fall into the latter category. (Time not worked should never be reported on the timecards as though it were worked. Special forms are provided to report Paid Leave hours.)

It should be noted that accruing time in the banks referred to above is legal and proper. However, the "banking" of time actually worked to be reported during a later week is illegal. It must not be done by an employee or condoned by a supervisor. All hours actually worked during a week must be reported on the timecard for that week. This law applies to "non-exempt" workers that the University pays by the hour. That law does not apply to "exempt" workers who are on salary.