



## HUMAN RESOURCES POLICY

*From pages 35-44 of the 2018 Employee Handbook:*

# Time Off

## Regular Exempt and Regular Non-Exempt Employees:

Benefit eligible employees in the above job classifications will accrue paid time off based on their Exempt/Non-Exempt status and years of service. Accrued time is distributed at the end of each month and is earned beginning the first full month that an employee works.

All employees requesting time off must complete a **Request for Time Off** form and submit it to their supervisor according to the minimum timeframes indicated on the form (and listed on the next page). Employees should not assume the request is approved unless they receive the signed, approved form back. All requests for paid leave of more than 2 consecutive weeks in duration must be submitted to the Associate Executive Director of Human Resources for review and approval by the HR Committee.

Although Green Chimneys recognizes that unforeseen emergencies do occur, the following minimum timeframes should be used when requesting time off:

⇒ Holiday: Seven days notice

⇒ Elective: Seven days notice

⇒ Vacation: Four weeks notice

⇒ Sick: Direct Care staff should make every attempt to speak with a supervisor directly at least 4 hours before the beginning of scheduled their shift. If unable to reach a supervisor the employee should dial "0" and ask for the supervisor on duty. Sick time should only be used for absences caused by a medical reason, not in place of holiday, elective or vacation time. E-mails and/or text messages are not considered appropriate notification of an unscheduled absence unless allowed by a department director.

***If an employee is out sick or on an unscheduled absence for more than 5 consecutive days the HR Benefits Associate must be notified (by the employee and/or supervisor) to determine if a leave of absence is warranted. Any employee who neglects to notify HR risks the loss of possible disability compensation benefits. The HR Benefits Associate must be notified of any employees' unscheduled absence that is longer than 5 consecutive days, even if the employee is using accrued time to be paid during his/her extended absence***

It is the employee's responsibility to know what accrued time they have available and to monitor what time they use and/or have to use. If you need to know the status of your accrued time please ask your department's E-time manager.

Employees are expected to use their accrued time to cover unscheduled absences. If the employee's sick time has been exhausted, unscheduled absences should be covered using other time the employee has in his/her accrual bank. Unpaid unscheduled absences that are not part of an official and approved Leave Of Absence should not be allowed.

Accrued time (except sick time) is expected to be used within the budget year that it is earned, however, employees can carry over a maximum of one year's accrual of vacation and holiday time from one budget year to the next. Any time over one year's accrual will be lost by the employee on July 1st each year. Elective time cannot be carried over. Sick time has no limit to the number of hours that can be accrued and carried over.

Any flexing of an employees schedule to accommodate missed time must be approved by the department director, should happen on rare occasion only and must happen within the same pay week.

## **Time Off for School Exempt and School Non-Exempt Employees:**

School Staff, both exempt and non-exempt, providing direct instruction/care to students will not accrue Vacation and Holiday time but will receive paid time off in accordance with the school calendar.

School exempt and school non-exempt employees are required to work and attend professional development classes provided by the agency on days that are scheduled for such training throughout the school year. All school employees are required to attend a full week of professional development classes after the summer Extended School Year (ESY) session towards the end of each August and before the regular school year begins towards the beginning of each September.

Requests to use vacation time during a week that school is open and must be submitted to the AED of HR for review and possible approval by the HR Committee.

Tracking the use of vacation time is based on the agency fiscal year (July 1st—June 30th), not the employee's date of hire. If an employee is hired late in the fiscal year he/she will be paid to take vacation during any recess weeks from their date of hire going forward but will not be entitled to the number of vacation days scheduled prior.

The only time a school exempt or school non-exempt employee needs to complete the agency Request for Time Off form is when they request to use their four Elective days or if they request to use Sick time for a planned medical appointment.

Any flexing of an employees schedule to accommodate missed time must be approved by the department director, should happen on rare occasion only and must happen within the same pay week.

## Vacations

### Regular Exempt and Regular Non-Exempt Employees:

Active benefit eligible (regular/non-school) employees accrue vacation time monthly beginning at the date of hire, allowing for a total yearly accrual according to the rates listed below. Accrued time is distributed at the end of each month and is earned beginning the first full month that an employee works.

	Through completion of 2 years	After completion of 2 years	After completion of 7 years
Non-Exempt	3 weeks	4 weeks	5 weeks
Exempt	4 weeks	5 weeks	5 weeks
Dept. Directors	5 weeks	5 weeks	5 weeks
School Leadership Team	5 weeks	5 weeks	5 weeks

With some exception for military leave (see pages 47 & 49), vacation is not earned while an employee is on a leave of absence and inactive (not receiving a check through payroll).

In the first year of employment, an eligible employee can take vacation as they accrue the time, but cannot exceed time actually accrued at the date the vacation is taken.

A Request for Time Off form must be completed and submitted within the proper notification timeframe and submitted to your supervisor for his/her approval. This form is available through your department Administrative Assistant and also on the agency “I” drive.

A voluntarily terminating regular exempt/non-exempt employee who has completed one year of agency service and has given proper notice shall be eligible for payment of any earned, but unused, vacation time. If for any reason an employee terminates before the completion one year of agency service any vacation time left in their accrual bank is forfeited. Employees who are involuntarily terminated or who resign but do not give the proper amount of notice will not receive payout of unused vacation time.

Any outstanding fiscal debt owed to the agency by a terminating employee will reduce and may eliminate the amount otherwise owed for unused accrued vacation time.

Employees are expected to use their accrued time to cover unscheduled absences. If the employee's sick time has been exhausted, unscheduled absences should be covered using other time the employee has in his/her accrual bank. Unpaid unscheduled absences that are not part of an official and approved Leave Of Absence should not be allowed.

## **Vacations for School Exempt and School Non-Exempt Employees:**

Exempt and Non-Exempt school staff who are responsible for providing direct instruction and/or care for students during the school day do not accrue vacation, but are given paid vacation time off in accordance with the school calendar.

School exempt and school non-exempt employees are required to work and attend professional development classes provided by the agency on days that are scheduled for such training throughout the school year. All school employees are required to attend a full week of professional development classes after the summer Extended School Year (ESY) session towards the end of each August and before the regular school year begins towards the beginning of each September. Requests to use vacation time during a week that school is open and must be submitted in writing to the AED of HR for review and possible approval by the HR Committee.

Tracking the use of vacation time is based on the agency fiscal year (July 1st—June 30th), not the employee's date of hire. If an employee is hired late in the fiscal year he/she will be paid to take vacation during any recess weeks from their date of hire going forward but will not be entitled to the number of vacation days scheduled prior.

# Holidays

Active benefit eligible employees are granted a holiday allowance in accordance with the following schedule:

	Through completion of 2 years	After completion of 2 years	After completion of 7 years
Non-Exempt	7 days	8 days	9 days
Exempt	7 days	8 days	9 days
Dept. Directors	8 days	9 days	9 days
School Exempt & School Non-Exempt Staff & School Leadership Team	All holidays are taken in accordance with the school calendar (time is not accrued)		

Holiday time is tracked according to the agency fiscal year (July 1st—June 30th) and will be prorated during your first year of employment to account for when your date of hire is within that fiscal year.

Employees may use their holiday allowance for national holidays or alternate days for religious reasons, but may not exceed the total number of days allowed for their job classification and years of service within a fiscal year. If an employee works on a national holiday, it is considered a regular workday. Essential employees who work on a national holiday can use their holiday time on days that are not considered holidays (pending supervisory approval).

New employees may be allowed to borrow holiday time to use for national holidays that occur before they have accrued enough hours.

Non-essential employees are encouraged to take holidays on and/or as close to the actual holiday as possible. Non-essential employees are discouraged from working on holidays and “banking” their holiday time.

If an approved holiday falls on a Saturday or Sunday, non-essential, non-school employees can take the holiday on the Friday before or the Monday after, whichever causes the least disruption for the department workflow and is, therefore, approved by the department director.

The below list of agency approved national holidays is provided only to indicate days during which NON-ESSENTIAL employees (those not responsible for the care and supervision of clients) should use their holiday time and NON-ESSENTIAL departments can allow all employees to be off simultaneously. ***Employees are not entitled to all holidays off and must still request which days they chose to use holiday time without exceeding the number of days they accrue each fiscal year.***

1. New Year's Day (January 1)
2. President's Day (February)
3. Memorial Day (Last Monday in May)
4. Independence Day (July 4)
5. Labor Day (First Monday in September)
6. Thanksgiving Day (November)
7. Friday After Thanksgiving (November)
8. Christmas Eve (December 24)
9. Christmas Day (December 25)

A voluntarily terminating regular employee who has completed one year of agency service and has given proper notice shall be eligible for payment of any accrued, but unused, holiday time. Employees who are involuntarily terminated or who resign but do not give the proper amount of notice will not receive payout of unused holiday time. Any outstanding fiscal debt owed to the agency by a terminating employee will reduce and may eliminate the amount otherwise owed for unused accrued holiday time.

Employees are expected to use their accrued time to cover unscheduled absences. If the employee's sick time has been exhausted, unscheduled absences should be covered using other time the employee has in his/her accrual bank. Unpaid unscheduled absences that are not part of an official and approved Leave Of Absence should not be allowed.

## **Elective Days**

Benefit eligible employees will be given four (4) Elective days per year, translating to one (1) per quarter. A day not used in the quarter in which it is earned can be used in future quarters of the same fiscal year.

During the first year of employment employees may not be eligible for 4 full elective days if their date of hire does not allow them to accrue the full number of hours. Employees should request to use an elective day at least seven (7) days in advance (barring an emergency) by submitting a Request for Time Off Form to his/her supervisor. Employees should not assume the request is approved unless they receive the signed, approved form from their supervisor.

Elective days are tracked according to the agency fiscal year (July 1—June 30) and may not be carried over from year to year. Unexpected elective days should be requested by submitting a Request for Time Off form to your supervisor immediately after the day has been taken. A supervisor and/or director may deny elective days not arranged and approved in advance.