

SECTION: Human Resources

NUMBER: A-001-05-0001A

AREA: Leave Policies

DATE: 01/01/2017

SUBJECT: Absenteeism– Non-Exempt Hourly

REVIEWED: 05/24/2023

I. PURPOSE

Rocky Mountain College (“RMC”) recognizes that taking time off from work is essential, both personally and financially and strives to create an equitable balance of work and personal life for each employee of the college. However, it is essential for the success of the college and for the security of each employee’s position that the college is able to adequately serve its constituencies. To accomplish this objective, regular and prompt attendance at work is required of all employees and the following policy lays out the proper leaves and processes employees can utilize to provide for leave from work.

II. POLICY

Time Off – Non-Exempt Hourly Staff Employees

If an employee finds it necessary to be absent, that person must notify their supervisor or the Human Resources office as soon as possible. Planned time off should be requested at least two weeks prior to the leave.

Time off 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, time off requests are not guaranteed to be approved, partially or in whole.

A. Grounds for absence

Excused

1. Personal Illness (sick leave) – Non-exempt hourly employees

- a. Regular (non-exempt-hourly) employees shall be entitled to 10 days of paid sick-leave per year accruable from year to year up to a maximum of 30 calendar days (225 hours). The accrual is based on a monthly basis, 6.25 hours per month for full-time employees. If the employee's benefits reach the maximum 225 hours, further accrual of sick-leave benefits will be suspended until the employee has reduced the balance below the limit.
- b. Employees of less than full-time working 20, 25, or 30 hours weekly, sick-leave accrual shall be proportionately granted.
- c. All sick-leave taken must be reported in a timely fashion via the leave request form and entered into the time clock for non-exempt employees.

- d. Absences of longer duration than three working days may require a doctor's release subject to the supervisor's discretion.
 - e. Accrued sick leave will not be paid upon termination.
 - f. Sick-leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.
 - g. Sick-leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unpaid leave is not allowed unless approved by the supervisor. An employee may use vacation hours to compensate for time lost. Unused sick-leave benefits will not be paid to employees while they are employed or upon termination of employment. If a negative balance at termination, it will be calculated and deducted from the employee's final paycheck.
2. Family Illness
- a. Sick-leave accrual for non-exempt employees may be used in cases of illness within an employee's immediate family.
 - ix. Immediate family shall include grandparents, father, mother, spouse, children, brother or sister.
3. Holiday Breaks
- a. RMC's paid holiday break schedule varies slightly each year. The current schedule can be found on the Human Resources page of the college website.
 - b. Additional holidays may be added subject to Presidential discretion.
 - c. The President's Cabinet reserves the right to alter the holiday schedule at any time.
 - d. Eligibility for Holiday pay follows:
 - i. Part-time hourly 20, 25, 30 hour (pro-rated)
 - ii. Full-time hourly
 - iii. Non-exempt salaried
 - iv. Exempt salaried
4. Jury Duty
- a. The time absent from work because of jury duty is granted without loss of wages and without affecting any other entitlements, i.e. sick leave or vacation leave.
 - b. Employees should report their jury summons to their direct supervisor and complete the employee leave request form in the online platform.
5. Bereavement Leave
- a. Emergency Leave is granted when there is a death in one's immediate family. Immediate family shall include father, mother, spouse, children, brother or sister, grandparents, and in-laws. Supervisory discretion may be used in the application of this policy regarding the definition of family.
 - b. A maximum of five days per fiscal year is allowed for emergency leave.
6. Vacation Leave

- a. All newly hired non-exempt hourly employees begin accruing vacation time upon the date of hire. Accrued vacation time during the probation period is subject to the stipulations described below.
- b. Should an employee terminate before the completion of their probationary period, accrued vacation will not be paid. If vacation has been taken during the initial probationary period, it shall be deducted from the final paycheck. If there is a negative balance at termination, it will be calculated and deducted from the employee's final paycheck.
- c. Full-time, non-exempt hourly employees – Accrual is four weeks' vacation per year or 12.5 hours per month up to a maximum of 150 hours per fiscal year. Accruals cease once the maximum is reached. Subsequently, once accrued/earned vacation time is used, accrual resumes. Non-exempt hourly employees can carry over a maximum of four weeks.
- d. Part-time, non-exempt hourly employees – vacation time is based on employment status outlined in the schedule below but will be prorated for less than full-time.

| Employment Type | Employment Status | | Annual Accrual | Monthly Accrual | Maximum Carryover |
|-------------------|-------------------|---------------------|----------------|-----------------|-------------------|
| | | | | | |
| Non-Exempt Hourly | FTH | Full-Time Hourly | 150.00 | 12.50 | 150.00 |
| Non-Exempt Hourly | PT20 | Part-Time 20 Hourly | 80.00 | 6.667 | 80.00 |
| Non-Exempt Hourly | PT25 | Part-Time 25 Hourly | 100.00 | 8.333 | 100.00 |
| Non-Exempt Hourly | PT30 | Part-Time 30 Hourly | 120.00 | 10.00 | 120.00 |

- e. All employees should complete the "Employee Leave Request" form and get approved by their direct supervisor for the requested leave two weeks in advance of the employee's desired time off. The form is located on the Human Resources Department website at <https://rmc.flowforms.io/form/employee-leave-request>.
- f. No payments will be made in lieu of taking vacation, except for earned, unused vacation time at the time of termination.
- g. All accrued but unused vacation will be paid upon termination subject to the probationary period employment clause.
- h. Vacation leave taken shall be reported timely on the Employee Leave Request form and entered into the time clock for non-exempt hourly employees.
- i. Employees who resign from and are rehired by RMC will accrue the same vacation rate as their previous employment. Their previous years of service will be added to their new employment for years of service.

7. Administrative Leave

- a. If conditions warrant or with appropriate supporting information, the President only may grant administrative leave with pay.

8. Leave without Pay

- a. An employee may be granted a leave of absence without pay for education, research or writing, study, extended illness, or compelling personal reasons. It may not be used for extension of vacation leave or to create a vacation period. It is not a personal leave of absence.
- b. Whether or not to approve such leave is at the college's sole discretion. If it is denied, the employee may resign. Requests must be made to the employee's immediate supervisor who must consult with the Human Resource Department regarding eligibility prior to authorizing the leave of absence.
- c. When considering a leave of absence without pay, an employee should be aware that all of their benefits are affected. The employee will be responsible for the full continued payment of any benefit premiums while on leave. The college will not be responsible for any employer portion of the premiums.
- d. No sick leave or vacation shall accrue while an employee is on an approved leave of absence.
- e. Should an employee take a leave of absence due to extended illness or personal reasons, all accrued sick leave (if appropriate) and/or vacation must be used prior to the without pay status becoming active.
- f. When preparing to return to work, an employee must contact their supervisor at least two weeks prior to the date of their return.
- g. Should an employee fail to return as expected and fail to notify their supervisor of an acceptable reason for not returning, their employment is considered voluntarily terminated.
- h. A leave of absence is limited in duration to three months and, prior to beginning leave of absence, each employee must contact the Human Resource Department.

9. Paid Parental Leave

- a. RMC allows up to six weeks of parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. Non-exempt hourly employees may use their accrued sick leave, vacation leave, voluntary short term disability or unpaid compensation during their parental leave.
- b. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable.
- c. Eligible employees must meet the following criteria:
 - i. Be a full- or part-time 20+, regular employee (temporary employees and interns are not eligible for this benefit)
- d. In addition, employees must meet one of the following criteria:
 - i. Have given birth to a child.

- ii. Be a spouse or committed partner of a woman who has given birth to a child.
 - iii. Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger).
- e. Amount, Time Frame and Duration of Paid Parental Leave
 - i. Eligible employees will receive six weeks parental leave per birth, adoption or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the six week total amount of paid parental leave granted for that event. Under approved FMLA leave, an additional six weeks of parental leave could be provided.
 - ii. Paid parental leave will be paid on a monthly basis on regularly scheduled pay dates.
 - iii. Approved paid parental leave may be taken at any time during the twelve month period immediately following the birth, adoption or placement of a child with the employee.
 - iv. Paid parental leave may not be used or extended beyond this twelve month time frame.
 - v. Employees taking parental leave, who have a voluntary short term disability policy, may request to utilize accrued sick or vacation leave to supplement the 60% weekly wage provided by the short term disability policy to make them 100% whole.
 - vi. Employees must take paid parental leave in one continuous period of leave and must use all paid parental leave during the twelve month time frame indicated above. Any unused paid parental leave will be forfeited at the end of the twelve month time frame.
 - vii. Upon termination of the individual's employment at the college, he or she will not be paid for any unused paid parental leave for which he or she was eligible.
- f. Coordination with Other Policies
 - i. RMC will maintain all benefits for employees during paid parental leave period just as if they were taking any other company paid leave such as paid vacation leave or paid sick leave. For any unpaid leave, employee is responsible for delivering payment of their monthly share of the benefits costs to the Human Resources department.
 - ii. If an RMC holiday occurs while the employee is on parental leave, such day will be treated as holiday pay and such holiday pay extend the total parental leave entitlement.
- g. Requests for Paid Parental Leave
 - i. The employee will provide their supervisor and the Human Resource (HR) department with notice of the request for leave at least 60 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the

necessary HR forms and provide all documentation as required by the HR department to substantiate the request.

10. Tardiness

- a. Repeated tardiness will be subject to the discipline/dismissal policy.

11. Unexcused Absence

- a. Returning to work

- i. Upon returning to work from an unexcused absence, the employee must report to their supervisor and disclose the reason for the absence.
- ii. If the supervisor accepts the reason as valid, no penalty will be imposed.
- iii. If the reason is not acceptable, the employee will be disciplined in accordance with the discipline/dismissal policy.
- iv. Employees shall have the right to appeal imposed penalties through normal grievance channels.

III. GUIDELINES

- A. When requesting leave, the employee shall notify their supervisor at least two weeks in advance of requested time off if possible. 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://rhc.flowforms.io/> . If employee is unable to request leave in the timeframe set forth above, due to illness or an emergency, they need to notify their supervisor as soon as possible.

Supervisors are expected to encourage employees to take an appropriate amount of time off, to evaluate and approve (or otherwise manage) leave 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 leave, unless necessary.

III. REVIEW AND RESPONSIBILITIES

Responsible Parties: Human Resources Department

Review: As deemed as appropriate

IV. APPROVAL

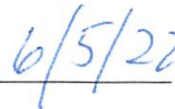
Responsible Parties: Human Resources Department

Approved:



President

Date:



6/5/22