

SECTION: Human Resources

NUMBER: A-001-05-0001B

AREA: Leave Policies

Date: 07/01/2022

SUBJECT: Absenteeism – Non-Exempt/Exempt Salaried

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

Flex Time off – Exempt & Non-Exempt Salaried Staff Employees

RMC maintains a Flex Time off (“FTO”) policy for regular, benefit eligible exempt and non-exempt staff salaried employees. Time off may be taken for purposes such as vacation, illness, or personal time. Employees are eligible to request FTO after they complete the probationary period of 180 days with the college. Under this policy, there is no systematic tracking or accruing of FTO beyond the approval process described below. The intent of this policy is that the employee will be responsible to manage their FTO in a manner that prioritizes work responsibilities while balancing personal needs and/or commitments.

FTO 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, FTO requests are not guaranteed to be approved, partially or in whole.

A. Grounds for absence

Excused

1. Personal Illness

- a. To be eligible to use FTO for sick leave – employees must provide proper notification of absence to their supervisor or the Human Resources department. Employees must give this notification each day they are absent unless the absence has been approved in advance. Employees may be required to submit, in writing, the reason or reasons for their continued sick leave, the estimated date of return and whether any supplemental income

payments are being received or whether an application for them is pending. RMC may also require, at any time, a written verification of illness from the employees' doctor. Absences of longer duration than three working days may require a doctor's release subject to the supervisor's discretion. FTO may be used for an injury, illness or other unexpected situation up to a maximum of ten working days, unless approved in advance.

2. Extended Personal Illness

- a. This policy will run concurrently with Family and Medical leave Act (FMLA), as applicable. If an absence is due to injury, illness, or a temporary or ongoing medical condition, or it is deemed to be a qualifying leave under a state or federal law or program, then the absence will require the FMLA medical documentation from medical provider to excuse paid leave past ten work days, per occurrence, or in accordance with applicable law. This plan may affect applicable wage replacement benefits such as workers compensation or short and long term disability insurance plans. Any injury, illness, or temporary or ongoing medical condition requiring longer than ten work days off will need to meet with Human Resources to complete the Family Medical Leave Act (FMLA) paperwork.

3. Family Illness

- a. FTO may be used in the cases of illness within an employee's immediate family.
 - i. Immediate family shall include: grandparents, father, mother, spouse, children, brother or sister.

4. 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

5. 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.

6. 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 bereavement leave.
7. Vacation/Personal
 - a. 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>.
8. Administrative Leave
 - a. If conditions warrant or with appropriate supporting information, the President may grant administrative leave with pay.
9. 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. When preparing to return to work, an employee must contact their supervisor at least two weeks prior to the date of their return.
 - e. 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.
 - f. 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.
10. Paid Parental Leave
 - a. RMC will provide up to six weeks of paid parental leave in addition to any voluntary short term disability compensation that the employee has purchased 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 paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child.

- 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 a maximum of six weeks of paid 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 6 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. Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. 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 hours from their six week paid 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 the 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 paid parental leave, such day will be treated as holiday pay and such holiday pay and will extend the total paid parental leave entitlement.

g. Requests for Paid Parental Leave

i. The employee will provide his or her supervisor and the Human Resource department (HR) 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.

11. Tardiness

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

12. 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 FTO, the employee shall notify their supervisor at least two weeks in advance of requested FTO. 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://rmc.flowforms.io/>. If employee is unable to request their FTO 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) FTO 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 FTO, unless necessary.

RMC expects everyone to deliver on their goals and commitments, and to prioritize meeting those legitimate business commitments. It is possible that not all requests will be approved if doing so would jeopardize key business goals or priorities. We hope

RMC's FTO policy conveys trust, making you-not your manager or the college—responsible for making sure your tasks and projects still get done regardless of the time away from the office. Under certain circumstances, employees who are not yet eligible to take FTO may be permitted to take time off of work without loss of pay, at the sole discretion of the college.


The FTO granted under this policy is considered an income replacement benefit, and is not considered accrued time or vested wages. Employees will not be paid for FTO at the end of employment unless otherwise required by law, as FTO is not an accrued benefit.

IV. REVIEW AND RESPONSIBILITIES

Responsible Parties: Human Resources Department

Review: As deemed as appropriate

V. APPROVAL

Approved:  Date: 6/5/22
President