

## **12.00 Leave**

### 12.01 ANNUAL LEAVE

### 12.02 ACCRUAL OF ANNUAL LEAVE

You may accumulate annual leave according to the following schedule:

1–3	Years of Service	1 day per month
3 –15	Years of Service	1.5 days per month
15+	Years of Service	2 days per month

A year of service is defined as completion of one year of service effective with your date of hire. Accrual begins the first month of employment if your date of hire is on or before the fifteenth of the month and at the first of the following month if the date is after the fifteenth. Your accrual rate will increase in the month of your date of hire if the date is before the fifteenth of the month or on the following month if the date is after the fifteenth.

One annual leave day will be equivalent to one “employee work day” An “employee work day” will equal the average number of hours you are regularly scheduled to work each day. If you are a temporary employee, you are not eligible to accrue or take annual leave.

When a recognized holiday falls within your annual leave period, the holiday will not be considered as annual leave. In cases when inclement weather causes the College to officially close the campus during your annual leave, the day will not be counted as an annual leave day.

You will be charged three (3) annual leave days during Christmas Break. In your initial year of employment with the College if you are hired between June 1 through the Christmas Break, you will not be charged three (3) annual leave days.

You are required to use accrued annual leave before taking leave without pay.

### 12.03 SCHEDULING AND USING ANNUAL LEAVE

You are eligible to take annual leave after six months of employment, subject to scheduling requirements.

You must schedule annual leave time in advance with your supervisor. You should give as much notice of annual leave as possible. Birmingham-Southern College requires you to be considerate of other employees when scheduling annual leave. You are responsible for complying with any department rules on the scheduling of annual leave. Your request for annual leave may be denied depending upon the requirements of your department.

If you wish to take more than 10 consecutive workdays of annual leave, you must submit a written request to your supervisor no less than 90 days prior to the beginning of the requested annual leave period.

Annual leave may accumulate up to a maximum of 30 work days. If you leave employment, you will forfeit any accumulated annual leave days over 18 days.

### 12.04 PAY DURING ANNUAL LEAVE

If you are an eligible full-time employee, you will receive 7.5 hours of pay at your regular, straight time rate of pay (excluding bonuses and other compensation) for each day of approved annual leave you may take. Campus Police, Landscape Services, and Operations staff will receive 8 hour of pay at your regular, straight time rate of pay (excluding bonuses and other compensation) for each day of approved annual leave you may take.

#### 12.05 FIVE CONSECUTIVE DAYS

To support the internal controls over the College's assets, if you have direct access to cash and/or other liquid assets or the College's administrative systems, as well as those with significant managerial control over such individuals, you will be required to take five consecutive days of leave per fiscal year (06/01-05/31) while the College is operating. Therefore, days that the College is officially closed (i.e. Christmas Closing) will not qualify. The five consecutive days of leave may be paid as annual leave, sick leave, or if a furlough is in effect, they may be unpaid. These individuals will include, but may not be limited to the following:

President	Information Technology
V. P. for Institutional Advancement	Advancement Services
Dean of Enrollment Management	Financial Aid Office
Finance Office	Purchasing
V.P. for Administration	Human Resources
Bookstore	Post Office

#### 12.06 TERMINATION OF EMPLOYMENT

You will be paid for a maximum of 18 days of your actual accrued and unused annual leave time upon retirement or termination of employment if you give proper notice. You will forfeit any accumulated days of annual leave over 18 days. Proper notice is defined as one month if you are classified as an exempt employees and two-weeks if you are classified as a non-exempt employee. If you do not give proper notice you will forfeit all annual leave pay. Your estate will be paid a maximum of 18 days of your actual accrued and unused annual leave if you die during your employment.

If you terminate your employment or are terminated before completing the initial six month employment period you will not be paid for accrued annual leave days.

If you have taken annual leave days that have been advanced but not accrued you will be required to pay back that advanced but not accrued annual leave at the time of separation from employment.

#### 12.07 SICK LEAVE

#### 12.08 ACCRUAL OF SICK LEAVE

If you are a full-time employee, you may accrue sick leave at the rate of 7.5 hours per month. If you are a full-time Campus Police, Landscape Services, and Operations Staff you may accumulate sick leave at the rate of 8.0 per month. (12 days per year).

If you are a part-time employee, you may accrue sick leave which would be pro-rated based on your employee work day.

Sick leave may be accumulated up to a maximum of 90 "employee work days". Accrual begins the first month of employment if begun on or before the fifteenth of the month and at the first of the following month if the date of employment is after the fifteenth.

#### 12.09 SCHEDULING AND USING SICK LEAVE

You may take sick leave for your illness, doctor and dental appointments, for conditions of pregnancy, birth of a child, the placement of a child for adoption or foster care; and to provide care during illness of your spouse, your dependent child or your parent (does not include parent-in-law). Because sick leave is to be used solely for the reasons stated in this policy, you will not be paid for any accumulated sick leave upon termination of employment.

You may not use sick leave for a day that falls immediately before or after a scheduled annual leave or holiday unless you present a written doctor's excuse on the first day of your return to work.

Birmingham-Southern College may deny the payment of sick leave if you are unable to provide evidence of your need for sick leave in accordance with this sick leave policy upon request.

You must provide an excuse from a physician if you are absent for three (3) or more days consecutively or in a single work week.

#### 12.10 PAY DURING SICK LEAVE

If you are an eligible full time employee, you will receive up to 7.5 hours of pay at your regular, straight time rate of pay for each day of approved sick leave you may take. Campus Police, Landscape Services, Operations staff will receive up to 8.0 hours of pay at your regular, straight time rate of pay for each day of approved sick leave you may take.

#### 12.11 NOTIFICATION OF SICK LEAVE

If you need to take sick leave for a medical condition or illness of your own or your family member, you must give as much notice to your supervisor as possible.

Unless you are on approved Family and Medical Leave, you must call in to work each day that you take sick leave. If required to call in daily, you must speak directly to your supervisor, or if your supervisor is not available, you must leave a voice mail message for your supervisor.

#### 12.12 SICK LEAVE BANK

You may be eligible to receive donated sick leave if you are eligible for FMLA leave and have been approved for such leave due to your own serious health condition, because you are caring for your spouse, child, or parent (not parent-in-law) due to a serious health condition (as defined by the FMLA), or because you or your spouse has given birth to a child or received the placement of a child for adoption or foster care. You will be required to furnish applicable medical documentation.

You must have a minimum balance of 10 days sick and annual leave (combined) at the time your Family and Medical Leave is approved to be eligible to receive donated leave. In addition, in order to use donated leave you must first exhaust your own sick and annual leave accrual. You may receive no more than 3 months (approximately 65 days) of donated time.

If otherwise eligible, you may receive donated time only upon written request (applications available in Human Resources), and if you agree to repay any such donated leave if you do not return to work for a minimum of one month following the expiration of your leave.

Donated sick leave is available for use in conjunction with unpaid Family and Medical Leave only, and is not available during use of personal or other leave.

Birmingham-Southern College will determine the use of the sick leave bank on a case-by-case basis.

#### Donation of Leave

You may voluntarily donate annual or sick leave. A maximum of 5 days per fiscal year (06/01-05/31) may be donated. A minimum balance of 12 sick leave days must remain in your accrual balance after the donation(s) of leave.

#### 12.13 FUNERAL LEAVE

You may be granted up to a maximum of three (3) scheduled work days (22.5 hours) (24 hours for Campus Police, Landscape Services, and Operations) with pay to attend the funeral of a family member listed below, depending upon the circumstances and the requirements set out below.

Family members whose funerals are covered under this policy include:

Spouse, child, or parent (all of which are defined in the same manner as in the Family and Medical Leave Policy), sibling, sibling-in-law, parent-in-law, grandchild or grandparent.

No funeral pay will be granted for any absences occurring during any leave of absence or paid holiday. You may, however, cancel and reschedule any annual leave and replace it with funeral leave (if approved) for any annual leave days that occur during funeral leave.

You will receive up to 7.5 hours of pay (8 hours of pay for Campus Police, Landscape Services and Operations) depending upon your regular work schedule at your regular, straight time rate of pay for each day of approved funeral leave you may take.

You may request an exception to the definition (in consideration of extended families) by submitting the request in writing to your supervisor. For the funeral of someone other than your immediate family, you may request time off for up to two hours with no reduction in pay.