***Maine Earned Paid Time Off (effective January 1, 2021)***

[*Casual non-benefits eligible employees*](https://www.bowdoin.edu/hr/employee-handbook/employment/categories-employment.html) both exempt (paid monthly) and non-exempt (paid hourly) accrue 1 hour of earned paid leave for every 40 hours worked, up to a maximum accrual of 40 hours per calendar year in keeping with the provisions of the Maine Earned Paid Time Off bill. Exempt employees accrue leave based on scheduled weekly hours as determined at hire and while in a paid status. Non-exempt employees accrue leave based on actual hours worked and submitted through payroll. Accruals begin immediately at the point of hire. Up to 40 hours of accrued leave can carry over from one calendar year to the next. If an employee carries over an accrual from the previous calendar year their accrual in the present calendar year will not be greater than 40 hours minus the carry over. For example, if an employee carries over 10 hours of unused accrual from the previous calendar year, then the employee will be eligible to accrue up to 30 hours in the present calendar year regardless of how much leave the employee uses in the current calendar year.

Employees can use no more than 40 hours of accrued leave in any given calendar year. For hourly paid non-benefits eligible casual employees with multiple rates of pay the highest hourly rate of pay will be used for payment of leave taken. The accrued leave can be used for any reason such as personal illness, illness of a family member, vacation or personal emergency. Employees must request leave in keeping with the College’s [*Attendance and Punctuality*](https://www.bowdoin.edu/hr/employee-handbook/employment/attendance-punctuality.html) policy giving advance notice. Employees are required to notify their supervisor as soon as practical if the use of the earned paid leave is for an emergency, illness or sudden necessity.

Upon termination of employment, any accrued but unused leave will be paid out to the employee in their last paycheck from the College.