

**BOWDOIN COLLEGE**  
**ABSENCE MANAGEMENT**  
**FOR ADMINISTRATIVE STAFF**

Bowdoin College provides several types of leave for eligible administrative staff members. This policy provides information about the types of leave available, as well as the College's requirements for scheduling and documentation for use of these leaves. Attendance expectations for College employees can be found in the Employee Handbook.

**1. Vacation**

Vacation is provided primarily for the purpose of pre-planned time away from work for relaxation and recreation, but it can also be used for other personal purposes with the approval of a supervisor.

- a. Full-time administrative staff (1.0 FTE - 40 hours a week/52 weeks per year) accrue vacation at the rate of 1.66 days per calendar month worked, to a maximum of 20 vacation days per calendar year. Eligible part-time and academic year administrative staff members accrue vacation on a pro-rated basis.
- b. Administrative staff members only accrue vacation in calendar months when they are in paid status (working or on approved paid leave).
- c. Vacation can be accumulated to a maximum of 40 days or 320 hours (pro-rated for part-time administrative staff). Once the maximum accrual of 40 days is reached, no further vacation will accrue until the administrative staff member's vacation balance falls below 40 days.
- d. Vacation can be used in increments of 30 minutes, as well as vacation being used for pay during an approved Family Medical Leave.
- e. Administrative staff members are expected to schedule vacation as far in advance as possible and must secure supervisor approval in advance. Although reasonable efforts will be made to accommodate individual vacation requests, supervisors have the discretion to deny particular requests if they will interfere with the College's operational needs.
- f. Administrative staff members are responsible to promptly and accurately record vacation time in accordance with the College's time and attendance system.
- g. Upon termination of employment, administrative staff members will be paid for any unused, accumulated vacation in their last paycheck. An administrative staff member's official employment termination date is the last day worked, and cannot be extended by the use of vacation or other paid time.

## 2. Personal Absence Time

- A. Personal Absence Time includes *sick time* for personal physical/mental illness or injury, medical and dental appointments, *family care absence time*, and *personal emergency time*.
1. Full-time administrative staff members accrue personal absence time at the rate of one day per calendar month, up to a maximum of 12 days per year. A “day” is based on the staff member’s regular schedule, up to a maximum of eight hours. Personal absence time is credited on the last business day of each month. Personal absence time for part-time administrative staff members is pro-rated.
  2. Administrative staff members only accrue personal absence time in calendar months when they are in paid status.
  3. Personal absence may be used in increments of 30 minutes.
  4. Leave for personal absence time can accumulate to a maximum of 480 hours (pro-rated for part-time administrative staff). Once the maximum is reached, no further personal absence time is earned until the balance falls below the maximum.
- B. Personal Absence Time for Staff Member’s Own Physical/Mental Illness/Injury (Sick Time)

The College provides personal absence time (sick time) when a staff member’s physical/mental illness or injury prevents him/her from performing work duties and for medical/dental appointments which cannot be scheduled outside the workday.

### C. Personal Absence Time for Family Illness/Injury (Family Care Absence)

An administrative staff member may use personal absence time through the College’s Family Care Absence Policy to care for a spouse, domestic partner, child or parent up to a maximum of 40 hours (5 days) per calendar year. Leave may also be available under the College’s Family and Medical Leave Policy.

### D. Personal Absence Time for Personal Emergencies

Administrative staff members may use up to two days (pro-rated for part-time employees) of their personal absence time for urgent personal business that cannot be scheduled during non-work time, emergencies (such as a flat tire or household emergency).

### E. Conditions Applicable to the Use of Personal Absence Time

The following conditions apply to the use of personal absence time allowable under subsections A-D above.

1. An administrative staff member who is unable to report to work as scheduled is expected

to notify his/her supervisor no later than the beginning of his/her workday on each day of

his/her absence. Unless prevented from doing so by a bona fide emergency, the staff member should personally speak with his/her supervisor.

2. If an administrative staff member anticipates being absent, or is absent for three or more consecutive days for personal illness or injury, or the illness or injury of a family member, he/she is required to inform Human Resources and may be required to provide documentation of the need for such absence.
3. Administrative staff members are responsible for completing any necessary paperwork to determine eligibility for disability benefits and/or leave under the College's Family and Medical Leave Policy. However, the College may where appropriate designate leave as Family and Medical Leave absent the employee's request for such leave.
4. Administrative staff members are responsible for promptly and accurately recording absences in accordance with the College's time and attendance system.
5. An administrative staff member may be required to provide a note from a medical practitioner that he/she is able to return to work any time he/she is absent from work due to personal illness. The College retains the discretion to require documentation for all absences.
6. Accumulated personal absence time is not paid upon resignation or termination of employment.

### **3. Short-Term Disability (Effective 1/1/14)**

Short-term disability (STD) is a program that provides income continuation for eligible administrative staff members who are absent from work for a personal illness or injury of more than 14 consecutive calendar days up to a maximum of 180 consecutive days. For detailed information about STD benefits, please contact Human Resources.

- a. Administrative staff members who work 30 hours or more per week are eligible for STD after 30 calendar days from the date of hire.
- b. An administrative staff member must contact Human Resources any time he/she anticipates that an illness or injury may last longer than 14 calendar days so that STD paperwork can be completed. The administrative staff member is responsible for providing all documentation required by the College and the STD insurance carrier. Failure to provide required documentation may result in loss of compensation. The College expectation is that an employee receiving full-time STD benefits will not work from home.
- c. There is a 14 calendar day waiting period for administrative staff members to receive STD. An administrative staff member must utilize any available sick time during the waiting period. Available vacation time must be used as well if no sick time is available.

- d. An administrative staff member approved for STD continues to receive his/her regular salary.
  - Administrative staff members who work the academic year may apply for STD benefits if they become ill or injured during academic year breaks (including the summer). If approved, administrative staff members will receive pay as described above. However, available sick and/or vacation time cannot be used during the waiting period that falls during the academic year breaks when an employee is not otherwise scheduled to work.
- e. The College will continue to pay its share of insurance premiums during STD and the administrative staff member is responsible for his/her usual contributions toward insurance premiums, provided that the administrative staff member is still employed by the College. If employment is terminated, applicable benefit continuation provisions apply.
- f. STD runs concurrent with leave available under the federal/state family medical leave laws, if applicable (see the College's Family and Medical Leave Policy).
- g. A release to return to work from a medical provider must be provided to Human Resources prior to an administrative staff member's return to work from STD.
- h. Time spent on STD is not considered a break in service.
- i. This program is subject to change at the discretion of the College. In addition, the provision of STD does not limit the College's discretion to take employment action in accordance with the College's applicable policies and procedures.
- j. This STD policy will not diminish any rights and protections an employee may have under the Americans with Disabilities Act.

#### **4. Long-Term Disability**

Long-term disability (LTD) is an insurance program that provides income continuation for eligible administrative staff members who are unable to work due to a personal illness or injury after a waiting period of 180 days. LTD income continuation may continue up to normal retirement age (except that there is a 24-month limit for substance abuse claims). The College's provision of LTD benefits is not a guarantee of continued employment. For further information about LTD benefits, please contact Human Resources.

- a. Administrative staff members who work 30 hours or more per week are eligible for LTD.
- b. An administrative staff member must contact Human Resources any time he/she anticipates that an illness or injury may trigger the need for LTD so that appropriate paperwork can be completed. The administrative staff member is responsible for

providing all documentation required by the College and the LTD insurance carrier. Failure to provide required documentation may result in loss of compensation.

- c. An administrative staff member approved by the insurance carrier for LTD receives 60% of his/her monthly salary on a tax-advantaged basis (beginning January 1, 2014).
- d. LTD runs concurrent with leave available under the federal/state family medical leave laws, if applicable (see the College's Family and Medical Leave Policy).
- e. The College will continue to pay its share of insurance premiums during LTD leave for up to six months and the administrative staff member is responsible for his/her usual contributions toward insurance premiums. After six months on LTD leave, an administrative staff member who elects to continue benefits is responsible for the full cost of benefits (provided that the administrative staff member is still employed by the College). If employment is terminated, applicable benefit continuation provisions apply.
- f. A release to return to work from a medical provider must be provided to Human Resources prior to an administrative staff member's return to work from LTD.
- g. Time spent on LTD is not considered a break in service.
- h. This program is subject to change at the discretion of the College. In addition, the provision of LTD does not limit the College's discretion to take any employment action in accordance with the College's applicable policies and procedures.
- i. The LTD policy will not diminish any rights and protections an employee may have under the Americans with Disabilities Act.

## **5. Parental Leave**

The College has a parental leave program for administrative staff members (see the College's Parental Leave Policy).

## **6. Family and Medical Leave**

Administrative staff members are entitled to family and medical leave under the federal Family and Medical Leave Act or the Maine Family Medical Leave law as described in the College's Family and Medical Leave Policy.

## **7. Unpaid Time and Leave**

The College provides a variety of paid time and leave benefits to cover absences from work. Administrative staff members are expected to utilize these benefits responsibly and, whenever possible, to reserve leave time for unexpected occurrences. In unusual circumstances, the College may grant requests for limited unpaid time when an administrative staff member has

exhausted available paid time. Requests for consideration of an unpaid time should be made to the administrative staff member's supervisor with final approval from Human Resources. The College grants unpaid time on a case-by-case basis and all such decisions are at the sole discretion of the College.