

BOWDOIN COLLEGE

ABSENCE MANAGEMENT FOR EXEMPT ATHLETIC COACHES AND LABORATORY INSTRUCTORS

Bowdoin College provides several types of leave for eligible staff members including exempt Athletic Coaches and Laboratory Instructors. Exempt employees are paid on a monthly basis. This policy provides information about the types of leave available, as well as the College's requirements for documentation for the use of these leaves.

Athletic Coaches: The Athletics Department has a departmental leave policy for exempt Athletic Coaches that differs from the standard Policy for Administrative Staff due to the fact that coaching positions require irregular hours, including nights and weekends, and extensive travel for matches and recruiting.

Laboratory Instructors: Full-time exempt academic year Lab Instructors with an FTE of .81 and .83 also work irregular hours in support of students during the academic year. As such the leave policy differs from the standard Policy for Administrative Staff.

All exempt Athletic Coaches and exempt Laboratory Instructors with are eligible for vacation time in keeping with the policies of other exempt employees but there is no formal accrual or reporting requirements (see Absence Management policy for Administrative Staff for accrual amount). Because there is no formal accrual or reporting, exempt Athletic Coaches and Lab Instructors are not eligible for a payout of accrued but unused vacation hours at the time of termination of employment. Vacation time for these groups requires department approval and should be scheduled at times around the individuals sport season for coaches and around the class schedules or when students are not in residence during breaks for Lab Instructors.

1. Day-to-Day Absences for Personal Illness/Injury

Athletic Coaches and Laboratory Instructors who must be absent from work or other responsibilities due to a personal illness or injury are expected to notify their supervisor and to assist with any necessary arrangements for coverage.

If an Athletic Coach or Laboratory Instructor anticipates being absent, or is absent, for three or more consecutive days for personal illness or injury, he/she is expected to inform Human Resources. Athletic Coaches and Laboratory Instructors 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.

2. Absence for Family Illness/Injury

The College provides up to 40 hours (5 days) of paid time per calendar year under the [Family Care Absence Policy](#) for Athletic Coaches and Laboratory Instructors who must be absent from work or other responsibilities to care for an ill or injured spouse, domestic partner, child or parent. Athletic Coaches and Laboratory Instructors are expected to notify their supervisor and to assist with any necessary arrangements for coverage.

After 12 months of employment, Athletic Coaches and Laboratory Instructors are eligible for leave under the College's [Family and Medical Leave Policy](#). If an Athletic Coach or Laboratory Instructor anticipates being absent, or is absent, for three or more consecutive days due to the illness or injury of a family member as described above, he/she must inform Human Resources and complete any necessary paperwork. If the Athletic Coach or Laboratory Instructor qualifies for leave under the [Family and Medical Leave Policy](#), Human Resources will work with the Department on a case by case basis to determine if appropriate accommodation for continuing pay can be provided.

3. Personal Absence Time for Personal Emergencies

Up to two days of paid time per calendar year (pro-rated based on FTE) of personal absence time are available for urgent personal business that cannot be scheduled during non-work time (emergencies such as flat tire or household emergency).

4. Illness/Injury During Academic Year Breaks

If an Athletic Coach or Laboratory Instructor working less than 52 weeks per year incurs a personal illness or injury during an academic year break (including the summer break) that may impact his/her ability to return to work after the break, he/she is required to contact his/her Supervisor and Human Resources as soon as practicable.

5. Short-Term Disability (Effective 1/1/14)

Short-term disability (STD) is a program that provides income continuation for eligible Athletic Coaches and Laboratory Instructors who are absent from work for a personal illness or injury lasting up to a maximum of 180 consecutive days. For further information about STD benefits, please contact Human Resources.

- a. Athletic Coaches and Laboratory Instructors who work 30 hours or more per week (including academic year positions) are eligible for STD after 30 calendar days from the date of hire.
- b. There is no waiting period to receive STD.
- c. An employee approved for STD continues to receive his/her regular salary.
- d. The College will continue to pay its share of insurance premiums during STD and the Athletic Coach or Laboratory Instructor is responsible for his/her usual contributions toward insurance premiums, provided that the Athletic Coach or Laboratory Instructor is still employed by the College. If employment is terminated, applicable benefit continuation provisions apply.

- e. An Athletic Coach or Laboratory Instructor must contact Human Resources any time he/she anticipates being absent, or is absent, with an illness or injury lasting more than three consecutive days. The employee is responsible for providing all required documentation to the College's insurance carrier. Failure to provide required documentation may result in loss of compensation.
- 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. Appropriate release to return to work documentation from a medical provider must be provided to Human Resources prior to the employee'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](#).

6. Long-Term Disability

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

- a. Athletic Coaches and Laboratory Instructors who work 30 hours or more per week (including academic year positions) are eligible for LTD.
- b. An employee approved by the insurance carrier for LTD receives 60% of his/her monthly salary on a tax-advantaged basis (beginning on January 1, 2014).
- c. The College will continue to pay its share of insurance premiums during LTD leave for up to six months and the employee is responsible for his/her usual contributions toward insurance premiums. After six months on LTD leave, an Athletic Coach or Laboratory Instructor is responsible for the full cost of benefits (provided that the employee elects to continue such coverage and is still employed by the College). If employment is terminated, applicable benefit continuation provisions apply.
- d. An Athletic Coach or Laboratory Instructor 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 Athletic Coach or Laboratory Instructor is responsible for providing all required documentation to the College's insurance carrier. Failure to provide required documentation may result in loss of compensation.

- e. 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](#)).
- f. Appropriate release to return to work documentation from a medical provider must be provided to Human Resources prior to the employee'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 employment action in accordance with the College's applicable policies and procedures.
- i. This LTD policy will not diminish any rights and protections an employee may have under the [Americans with Disabilities Act](#).

7. Parental Leave

The College has a parental leave program for administrative staff members, which includes administrative staff members who are Athletic Coaches and Laboratory Instructors (see the College's [Parental Leave Policy](#)).

8. Family and Medical Leave

Administrative staff members, including Athletic Coaches and Laboratory Instructors, 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](#).

9. Unpaid Leave

The College may grant requests for limited unpaid leave when an Athletic Coach or Laboratory Instructor has exhausted available paid leave. Requests for consideration of an unpaid leave should be made to the employee's supervisor and Human Resources. The College grants unpaid leave on a case-by-case basis and all such decisions are at the sole discretion of the College.

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