

BOWDOIN COLLEGE

Absence Management Policy for Administrative Staff

Effective May 1, 2026

1. Purpose

This policy describes the types of leave available to Administrative Staff, the pay protections associated with each leave type, and the job protection rights available under applicable federal and state law. You should read this policy together with the College's Employee Handbook, [Family and Medical Leave Policy](#), [Maine State Leave Policy](#), and any applicable state leave policies.

The College complies with all applicable federal, state, and local laws in the jurisdictions in which it operates.

2. Scope

This policy applies to all Administrative Staff employed by Bowdoin College. For purposes of this policy, Administrative Staff means all exempt regular benefits eligible full-time and part-time employees, including academic-year employees.

Eligibility requirements for specific benefits and leave types appear in the applicable section of this policy. Where eligibility differs based on hours worked, length of service, or benefits-eligibility status, those distinctions are identified within each section.

3. Definitions

As used in this policy, the following terms apply.

- **Benefit Year** – For purposes of Maine Paid Family and Medical Leave (Maine PFML), the benefit year is the 12-month period looking forward from the beginning of the week approved leave is first taken.
- **Concurrent Leave** – When two or more leave types apply to the same absence, they run at the same time. For example, if an employee qualifies for both FMLA and Maine PFML, both count at the same time against each entitlement and do not extend total leave.
- **Family Member** – With respect to an Administrative Staff member or their spouse or domestic partner: a child (biological, adopted, foster, step, legal guardianship, or in loco parentis); a parent (biological, adoptive, foster, step, de facto, legal guardian, or in loco parentis); a grandparent; a grandchild; a sibling; a spouse or domestic partner; or any individual with whom the Administrative Staff member has a significant personal bond that is or is like a family relationship, regardless of biological or legal relationship. The College may require documentation confirming the relationship qualifies.

- **Regular Pay** – The Administrative Staff member’s regular base salary, excluding overtime, bonuses, stipends, commissions, and other supplemental or variable compensation. Regular Pay is used to determine top-off calculations and the 100% pay ceiling for sick or vacation supplementation.
- **Scheduled Payroll** – The regular payroll schedule in which the College processes compensation for the applicable workgroup.
- **Serious Health Condition** – An illness, injury, impairment, pregnancy, recovery from childbirth, or physical, mental, or psychological condition that involves inpatient care or continuing treatment by a health care provider. This applies to the employee’s own condition and to a qualifying family member’s condition for purposes of family caregiver leave.
- **Top-off** – The voluntary use of accrued sick or vacation hours to supplement a Maine PFML or other state PFML benefit, to 100% of regular pay. An employee who elects to top off must use sufficient accrued sick or vacation to bring total compensation to 100% of regular pay. An election to supplement to less than 100% of regular pay is not permitted. The College will not require an employee to use sick or vacation as a top-off during any Maine PFML or other state PFML leave period.
- **Waiting Period** – The first 7 calendar days of an approved Maine PFML medical leave or STD period during which wage replacement benefits are not payable. STD benefits begin on the 8th calendar day, which is the first day after the waiting period ends. No waiting period applies to Maine PFML family or bonding leave. During the waiting period, an Administrative Staff member may elect to use accrued sick or vacation time, or remain unpaid. The College will not require the use of accrued sick or vacation during the waiting period for Maine PFML.
- **Workday** – The College’s time and attendance system.

4. Sick Time

A. Eligibility

All Administrative Staff members in paid status are eligible to accrue and use Sick Time. Accrual rates are prorated for part-time employees.

B. Purpose and Permitted Uses

Sick Time covers absences for an employee’s own personal illness or injury that prevents them from performing their work duties, or when a medical or dental appointment cannot be scheduled outside of regular working hours. Employees may use Sick Time in increments of 15 minutes.

C. Accrual

- Full-time Administrative Staff members accrue Sick Time at the rate of eight (8) hours per calendar month, up to a maximum of 12 days (96 hours) per year.

- Part-time employees accrue on a prorated basis based on their FTE.
- Sick Time is credited on the last business day of each month and accrues only in months when the employee is in paid status, except while on Maine Paid Family and Medical Leave.
- Sick Time may accumulate to a maximum of 480 hours, prorated for part-time employees. No further accrual occurs once the balance reaches the maximum.
- Sick Time is not paid out upon resignation or termination.

D. General Conditions

- An employee who cannot report to work must notify their supervisor no later than the beginning of their scheduled workday on each day of absence unless on approved continuous medical leave. The employee should speak with their supervisor directly rather than leave a message when possible.
- If an employee is absent, or anticipates being absent, for 3 or more consecutive days due to illness or injury, they must contact Human Resources, who will provide instructions for filing STD, FMLA, Maine PFML or other state PFML claims as applicable.
- When an absence qualifies as a serious health condition under FMLA, Maine PFML, or other state PFML, the College will designate the leave accordingly even if the employee has not requested that designation.
- Sick Time used during a qualifying FMLA, Maine PFML, or other state PFML period runs concurrently with those protections, counts against the applicable leave entitlement, and does not extend it.
- Employees must record absences promptly and accurately in Workday.
- The College may require a note from a medical practitioner confirming fitness to return to work after an absence due to illness. The College retains discretion to require documentation for any absence.

5. Vacation

A. Eligibility

All Administrative Staff members in paid status are eligible to accrue and use vacation. Accrual rates are prorated for part-time and academic-year employees.

B. Purpose

Vacation is provided primarily for pre-planned time away from work but may also be used for other personal needs with supervisor approval.

C. Accrual

- Full-time Administrative Staff members (1.0 FTE, 40 hours per week, 52 weeks per year) accrue vacation at the rate of 13.33 hours per calendar month, up to a maximum of 20 vacation days (160 hours) per calendar year.
- Part-time and academic-year Administrative Staff members accrue vacation on a prorated basis.
- Vacation accrues only in calendar months when the employee is in paid status, except when on Maine Paid Family and Medical Leave.
- Vacation may accumulate to a maximum of 40 days (320 hours), prorated for part-time employees. No vacation accrues once the balance reaches the maximum.
- Upon termination of employment, employees receive payment for unused, accumulated vacation in their final paycheck. The official employment termination date is the last day worked and cannot be extended through vacation or other paid time.

D. General Conditions

- Vacation may be used in increments of 15 minutes.
- Employees must schedule vacation as far in advance as possible and must secure supervisor approval. Supervisors may deny requests that conflict with operational needs.
- Employees must record vacation time promptly and accurately in Workday

6. Family Care Absence and Personal Emergencies

A. Family Care Absence

Employees may use up to 40 hours (5 days) of Family Care Absence per calendar year to care for a spouse, domestic partner, child, or parent who is ill or injured. Family Care Absence is not separate time off accrual, and absences taken will be deducted from the employee's available sick or vacation time. The 40 hours of Family Care Absence time per calendar year is not prorated for part-time employees.

Family Care Absence can be drawn the employee's sick time balance using the Workday time off code "Family Care Absence – Sick" or from their vacation balance using the time off code "Family Care Absence – Vacation."

If the employee has no accrued sick or vacation balance available, Family Care Absence may be taken unpaid. The employee must coordinate with Human Resources in advance of the pay period processing date in which any unpaid time off is requested.

B. Personal Emergencies

Employees may use up to 16 hours (2 days) per calendar year for urgent personal matters that cannot be addressed outside of work hours. This allowance is prorated for part-time employees. Like the Family Care Absence, Personal Emergency is not a separate time off accrual, and

absences taken will be deducted from the employee's available sick or vacation time. Personal Emergency time can be drawn from the employee's sick or vacation balances using the Workday time off codes "Personal Emergency – Sick" or "Personal Emergency – Vacation."

7. Leave Administration and Contacts

Human Resources administers FMLA and the Maine Family Medical Leave Act. The Standard Insurance Company administers STD, LTD, Maine PFML benefits under the College's private Paid Family and Medical Leave plan.

The Standard

Phone: 866-756-8116

Hours: Monday through Friday, 8:00 a.m. to 8:00 p.m. EST

The private plans also cover employees working in New York, Massachusetts, Maryland, and Minnesota. Employees in those states follow the same claim reporting guidelines described in this policy and should refer to the applicable state leave policy for state-specific eligibility and qualifying reasons.

Employees working in a state approved by the College should contact Human Resources to confirm which state program, if any, applies to their work location.

8. Short-Term Disability

A. Eligibility

Administrative Staff members who work 30 or more hours per week and are benefits-eligible are eligible for Short Term Disability (STD) after completing 30 calendar days of continuous service. Employees who do not meet the hours or benefits-eligibility threshold are not eligible for STD but may still be eligible for state PFML partial wage replacement benefits from The Standard.

B. Benefit

The College provides STD at no cost to the employee. An approved STD leave provides 100% of the Administrative Staff member's regular pay when they cannot work due to a qualifying disability, for up to 25 weeks (6 months in total) per disability period. STD benefits are paid directly by the College through the scheduled payroll during an approved STD period. For complete plan terms, refer to the Administrative Staff Salary Continuation Plan Summary Plan Description (SPD).

An Administrative Staff member qualifies as disabled under this plan when a qualifying sickness, injury, mental illness, substance abuse, or pregnancy-related condition prevents the performance of the core duties of the employee's regular position. See the STD SPD for the full definition, earnings thresholds, and exclusions.

C. Waiting Period

The 7-calendar-day waiting period applies at the start of an approved STD disability period. STD benefits are not payable during the waiting period, and benefit payments begin on the 8th calendar day. During the waiting period, the employee has the option to use available sick, vacation, or remain unpaid.

D. Coordination with Other Leaves

STD leave runs concurrently with any applicable FMLA, Maine PFML, or other state PFML entitlement. Administrative Staff members who are eligible for applicable state PFML must apply for those benefits when STD leave begins. The College coordinates STD and Maine PFML payments so the employee receives 100% of regular pay through scheduled payroll during the approved STD period. See Section 10 for a summary of how FMLA coordinates with STD.

E. Notice and Claims Filing

Employees must notify Human Resources as soon as practicable when they anticipate or need STD leave. For foreseeable leave, the employee must provide at least 30 days advance notice. When the need is unforeseeable, the employee must notify Human Resources as soon as possible.

Employees must contact Human Resources and file a claim with The Standard when they anticipate being absent for 3 or more consecutive days due to illness or injury. Employees are responsible for providing all required documentation to Human Resources and to The Standard. Failure to file in a timely manner and to provide the required documentation may result in delay or denial of benefits.

Employees on STD leave should not perform any work for the College during the approved medical leave period.

Administrative Staff members approaching the end of an approved STD leave must contact Human Resources to initiate the LTD application process with The Standard. STD does not guarantee eligibility for LTD.

F. Return to Work

Before returning to work from STD leave, the employee must provide a fitness-for-duty certification from their treating provider to Human Resources confirming the ability to perform the essential functions of the position. The certification should address any work restrictions or need for accommodation upon return. If an employee requires a workplace accommodation or additional leave, the College will engage in an interactive process consistent with applicable law.

9. Long-Term Disability

A. Eligibility

Administrative Staff members who work 30 or more hours per week and are benefits-eligible are eligible for Long Term Disability (LTD) benefits.

B. Benefit

The College provides LTD at no cost to the employee. LTD provides income replacement for eligible employees who remain unable to work after the STD benefit period ends and is administered by The Standard.

LTD benefits begin after an employee has been continuously disabled for 180 calendar days (6 months). Administrative Staff members approaching the end of their STD benefit period should see Section 8.F for instructions on initiating the LTD application. An approved employee receives 60% of their monthly pre-disability earnings, subject to plan maximums and offsets for other disability income. The Standard pays the benefit directly to the employee. Refer to the LTD SPD for the full benefit schedule and duration.

C. Health Benefits During LTD

The College continues to pay its share of health insurance premiums for up to 6 months during approved LTD leave. After 6 months, the Administrative Staff member is responsible for the full premium cost to continue health coverage, provided employment with the College continues. Employees should contact Human Resources for current premium amounts and enrollment instructions. If employment ends during the leave period, applicable benefit continuation provisions apply.

D. Notice and Claims Filing

Administrative Staff members must contact Human Resources to initiate the LTD application. The Standard will provide the required claim forms. Employees are responsible for submitting all required documentation by the deadlines The Standard specifies. Failure to provide required documentation may result in loss of benefits.

E. Return to Work

Before returning to work from LTD leave, the employee must provide a fitness-for-duty certification from their treating provider to Human Resources confirming the ability to perform the essential functions of the position. The certification should address any work restrictions or need for accommodation upon return. If an employee requires a workplace accommodation or additional leave, the College will engage in an interactive process consistent with applicable law.

10. Family and Medical Leave Act (FMLA)

The federal Family and Medical Leave Act (FMLA) provide eligible employees with up to 12 weeks of unpaid, job-protected leave in a 12-month period for qualifying family and medical

reasons. To qualify, an employee must have worked for the College for at least 12 months and worked at least 1,250 hours during the 12-month period immediately preceding the start of leave.

Effective May 1, 2026, the College measures the 12-month period forward from the first date approved FMLA leave is taken, as is administered by Human Resources. FMLA leave runs concurrently with applicable state leave entitlements, including Maine PFML.

Refer to the College's Family and Medical Leave Policy for complete eligibility requirements, qualifying reasons, notice obligations, documentation requirements, and employee rights.

A. Maine Family Medical Leave Act

Maine law also provides eligible employees with up to 10 consecutive weeks of unpaid, job-protected leave in any two-year period for qualifying family and medical reasons under the Maine Family Medical Leave Act. Where an employee qualifies for FMLA, Maine FMLA, and Maine PFML, all leaves run concurrently. Refer to the Maine State Leave Policy for details

11. Maine Paid Family and Medical Leave (Maine PFML)

A. Eligibility

Administrative Staff members who work in Maine and have earned in Maine at least six times the state average weekly wage during the first four (4) of the last five (5) completed calendar quarters prior to taking leave are eligible for Maine PFML wage replacement benefits.

Administrative Staff members who have worked for the College for at least 120 consecutive days are also eligible for job-protected leave under the program. Employees should contact Human Resources with eligibility questions.

B. Qualifying Reasons

Maine PFML covers leave for an employee's own serious health condition, care for a family member with a serious health condition, bonding with a new child, a qualifying military exigency, or safe leave due to domestic violence, sexual assault, or stalking. Refer to the Maine State Leave Policy for the complete list of qualifying reasons.

C. Leave Duration

Eligible Administrative Staff members may take up to 12 weeks of Maine PFML leave per benefit year. Where applicable, Maine PFML runs at the same time as FMLA and any company paid leave entitlement.

D. Intermittent and Reduced Schedule Leave

Maine PFML leave may be taken in separate blocks of time (intermittent leave) or on a reduced schedule. Intermittent Maine PFML leave may be taken in minimum increments of 15 minutes. Refer to Section 11.F for details on pay during intermittent leave.

E. Benefit Amount

Maine PFML provides partial wage replacement based on the employee's wages relative to the state's Average Weekly Wage. The benefit percentage and maximum weekly amount are set by the State of Maine and may change annually. Administrative Staff members file a claim directly with The Standard. Human Resources can assist with the claim filing process.

F. Benefit Payment and Supplementation

Maine PFML provides partial wage replacement. The employee may elect to use available sick or vacation during the leave to supplement their Maine PFML benefit payments. Employees who voluntarily elect to supplement their pay with sick or vacation time (top-off) must bring total compensation to 100% of regular pay. Partial top-off is not permitted. How benefits are paid and the time types allowed for use as a top-off depend on the type of leave (medical or family).

Continuous Medical Leave (Employee's Serious Health Condition)

A 7 calendar day waiting period applies before Maine PFML wage replacement begins. During the waiting period, Administrative Staff members may use sick or vacation time, or remain unpaid. If the Administrative Staff member is eligible for and receiving STD benefits, both STD and Maine PFML benefits are coordinated to equal 100% of regular pay, paid through the College's scheduled payroll. See Section 6 for full STD terms.

If the Administrative Staff member is not eligible for STD benefits, but they are Maine PFML eligible, The Standard pays Maine PFML benefits directly to the Administrative Staff member. The administrative Staff member may elect to supplement with available sick or vacation time, to 100% of regular pay.

Intermittent or Reduced Schedule Medical Leave (Employee's Serious Health Condition)

A 7 calendar day waiting period applies before Maine PFML wage replacement begins. STD does not apply to intermittent or reduced schedule leave. After the waiting period, The Standard pays ME PFML benefits directly to the staff member. The Administrative Staff member may elect to top-off with available sick or vacation time, to 100% of regular pay.

Continuous, Intermittent, or Reduced Schedule Family Leave (Care for a Family Member)

There is no waiting period for Family Leave. The Standard pays Maine PFML benefits directly to the Administrative Staff member. The Administrative Staff members may elect to supplement with Family Care Absence time, Personal Emergency time, or vacation to 100% of regular pay.

Continuous, Intermittent, or Reduced Schedule Family Leave (Bonding)

There is no waiting period for Bonding Leave. The Standard pays Maine PFML benefits directly to the Administrative Staff member. The College also applies the 4 week Paid Parental Leave top off through scheduled payroll, bringing total compensation to 100% of regular pay during the bonding period. See Section 12 for full Paid Parental Leave terms. After the 4 weeks of Paid Parental Leave, if the Administrative Staff member is still receiving Maine PFML benefits, they may elect to top-off with available vacation to 100% of regular pay.

G. Coordination with Other Leaves

Where an employee qualifies for FMLA or the Maine FMLA, those leaves run at the same time as Maine PFML. See Section 10 for a summary of FMLA and Maine FMLA entitlements and how they interact with Maine PFML.

Workers' compensation leave taken due to a work-related illness or injury may run concurrently with FMLA and Maine PFML to the extent permitted by applicable law. An employee receiving workers' compensation benefits may apply for Maine PFML for the same leave period, and the Maine PFML weekly benefit is reduced by any workers' compensation payments received during that period. Concurrent leave counts against the employee's 12-week Maine PFML entitlement for the benefit year. If the employee elects to supplement, available sick or vacation time may top off total compensation to 100% of regular pay. Employees must report workers' compensation amounts to The Standard at the time of claim filing.

H. Health Benefits During Maine PFML Leave

The College continues employer-sponsored health coverage during Maine PFML leave to the same extent it would during any other approved leave, consistent with applicable law. Employees are responsible for paying their usual cost of elected coverages.

I. Notice and Claims Filing

Employees must notify Human Resources as soon as practicable when they anticipate or need Maine PFML leave. For foreseeable leave, the employee must provide at least 30 days advance notice. When the need is unforeseeable, the employee must notify Human Resources as soon as possible.

Employees must file a Maine PFML claim directly with The Standard no earlier than 60 days before the start of leave and no later than 90 days after the start of leave. Human Resources will assist with the claim filing process. Administrative Staff members who miss the 90-day filing deadline forfeit eligibility for wage replacement benefits for the affected period.

Maine PFML wage replacement benefits are generally not payable during periods when an employee is not scheduled or expected to work. An employee whose qualifying condition begins or is expected to begin during a non-working period should file a claim while still working, up to 60 days before the anticipated start date. An employee who does not file before the non-working period begins may not receive PFML benefits for any portion of the leave that falls during a non-working period.

Employees with questions about how a non-working period may affect their PFML eligibility or benefit amount should contact Human Resources before the start of leave.

12. Administrative Staff Paid Parental Leave

A. Eligibility

Administrative Staff members who have completed 12 months of continuous service in a benefits-eligible position with the College and who have applied for state PFML benefits in Maine or other applicable state are eligible for the College's Paid Parental Leave supplement described in this section. Employees who have not completed 12 months of service are not eligible for the supplement but may be eligible for STD, Maine PFML, or other state PFML benefits administered by The Standard. See Sections 9 and 11 for details on those benefits and how the medical recovery and bonding period interact.

B. Benefit

The College provides a 4-week Paid Parental Leave top-off applied during the bonding period following the birth, adoption, or foster care placement of a child. This top-off supplements applicable state PFML benefits, including Maine PFML, to bring total compensation to 100% of regular pay. The leave must be used within 12 months of the child's birth, adoption, or foster care placement.

This benefit is a supplemental wage replacement top-off and does not create a separate leave entitlement. Total parental leave, including all FMLA, state PFML, and the College's Paid Parental Leave, is a maximum of 12 weeks in a 12-month period.

C. Rules for Use

- Paid Parental Leave is only available within the first 12 months following the child's birth, adoption, or foster care placement.
- The top-off must be taken in minimum increments of one full week. Employees must use full days within each week.
- The top-off is *not available* for bonding leave taken in increments of less than one week.
- Employees must be actively receiving an applicable state PFML benefit to access the Paid Parental Leave top-off. The top-off is not available after state PFML benefits have ended or outside of an active state PFML bonding claim. Any unused top-off weeks cannot be carried over or used outside of an active claim.

D. Pay and Supplementation

All eligible parents (birthing, non-birthing, adoptive, and foster) receive Maine PFML or other state PFML benefits paid directly by The Standard during the bonding period. The College applies the 4-week Paid Parental Leave top-off through payroll, bringing total compensation to 100% of regular pay. During any remaining bonding weeks beyond the 4-week top-off, the employee may supplement with vacation time, to 100% of regular pay. If the employee elects to supplement, the employee must supplement to 100%.

Non-birthing parents filing a bonding claim must provide documentation confirming the parental relationship.

G. Notice and Claims Filing

Employees must notify Human Resources as soon as practicable when they anticipate parental leave. For foreseeable leave, the employee must provide at least 30 days advance notice. When the need is unforeseeable, the employee must notify Human Resources as soon as possible.

Employees must file a Maine PFML or applicable state PFML bonding claim directly with The Standard no earlier than 60 days before the start of leave and no later than 90 days after the start of leave. When a birthing parent's own medical leave transitions directly into bonding leave with no break, both are treated as one seamless leave, and the employee does not need to file a separate bonding claim. If there is any break between the medical leave and bonding leave, the employee must file a separate bonding claim to access the parental bonding period and the Paid Parental Leave top-off.

H. Coordination with Other Leaves

Paid Parental Leave runs concurrently with FMLA, Maine PFML, or applicable state PFML where the employee is eligible for those programs. Refer to the College's Family and Medical Leave Policy for full FMLA details.

13. 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 use these benefits responsibly and, whenever possible, to reserve 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 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.

14. General Provisions

The College reserves the right to amend or terminate any benefit described in this policy. Any such change will not reduce or eliminate benefits for Administrative Staff members who are actively receiving them at the time of the change.

Nothing in this policy reduces or interferes with any rights or protections an Administrative Staff member may have under applicable federal or state law, including the Americans with Disabilities Act. Where a conflict exists between this policy and applicable law, the law controls.