



## **Paid Time Off**

### **Policy Statement**

All regular benefits eligible staff earn time off on a per-pay-period basis based on time worked or paid leave. There is no time earned for any unpaid hours. Accruals are prorated for part time employees. Employees of departments that track time via the Time Collection system may view their balances at any time either on their pay stubs or time sheets.

### **Vacation**

Regular full-time nonunion, nonexempt staff (35 hours/week, 52 weeks/year) earn the following vacation time:

<b>Years Employed</b>	<b>Days/Month</b>	<b>Days/Year</b>
Up to 2 years	0.833 days	10 days
2 to 10 years	1.25 days	15 days
Over 10 years	1.66 days	20 days

Regular full-time nonunion exempt staff (35 hours/week, 52 weeks/year) earn the following vacation time:

<b>Years Employed</b>	<b>Days/Month</b>	<b>Days/Year</b>
Up to 5 years	1.25 days	15 days
More than 5 years	1.66 days	20 days

**Please note:** Union employees should refer to their union contracts for information regarding paid time off accruals. Only allowable accrued and carryover vacation time will be paid out at the end of employment. Vacation time may not be used to extend the date of termination.

### **Vacation Carryover Policy**

Vacation carryover is based upon years of service and applies to all staff. The carryover cutoff is Dec. 31 of each year. Carryover amounts are prorated for part time employees.

<b><i>Carryover Limit</i></b>	<b><i>Years of Service</i></b>
10 days	Up to 5 years
15 days	5-10 years
20 days	> 10 years

### **Sick Days**

All full-time, benefits-eligible staff accrues the equivalent of one sick day per month, on a per-pay-period basis, for a total of 12 days per calendar year. Accruals are prorated for part-time, benefits-eligible staff. All non-benefits-eligible staff accrue one hour of sick time for every 30 hours worked, up to a maximum of 40 hours per year. Non-benefits-eligible staff may use accrued sick time 90 days following their first day of work.

Nonexempt, benefits-eligible staff may carry over sick leave from year to year, accruing up to 180 sick days. Exempt staff sick leave balances may never exceed 12 days. Non-benefits-eligible staff sick leave balances may never exceed 40 hours.

To receive sick pay, an employee must report the absence to his/her immediate supervisor before the start of the regular workday and record the date on the time sheet. Supervisors may request documentation for any leave exceeding three days. Any medical documentation requested should be submitted to the Assistant Vice President for Human Resources for review.

Up to forty hours of accrued sick time per calendar year may be used in the case of illness of members of an employee's immediate family. Immediate family members include spouse, domestic partner, parent, grandparent, child, step-child, brother, sister, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, or member of the household.

No unused accrued sick leave will be paid at the end of employment.

Accrued sick time may be used for the following purposes:

1. to care for the employee's immediate family member, who is suffering from a physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care;
2. to care for the employee's own physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care;
3. to attend the employee's routine medical appointment or a routine medical appointment for the employee's child, spouse, parent, or parent of spouse; or
4. to address the psychological, physical or legal effects of domestic violence (as defined in the University's Domestic Violence Leave Act Policy)

Earned sick time includes time necessary to travel to and from an appointment, a pharmacy, or other location related to the purpose for which the time was taken.

### **Personal Days**

All full-time, benefits-eligible staff accrues the equivalent of one personal day every three months, for a total of four days per calendar year. Personal leave balances may never exceed more than four days.

Generally, new staff members must complete the initial review period before being granted a personal day. Personal days may be used for religious observances or for personal business. All requests for personal time are subject to the approval of an employee's supervisor.

No unused accrued personal days will be paid at the end of employment. Once notice of termination is given, the use of personal days is not allowed.

*This policy is for general guidance only. It does not create an employment contract or any right to continued employment at Brandeis University. Brandeis University reserves the right to modify, revoke, suspend, terminate and/or change any and all policies and procedures at any time, with or without notice.*

*Office of Human Resources  
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