

**PAID TIME OFF POLICY  
FOR FULL TIME 12 MONTH ADMINISTRATIVE  
PINE MANOR EMPLOYEES  
Effective as of June 30, 2016**

- This policy is being issued as of June 30, 2016, and will go into effect as of that date
- Except as provided below, or as provided under a separate employment agreement, employees who have been working at Pine Manor College for 2 years or fewer will accrue 10 vacation days (80 hours) per fiscal year (3.08 hours/pay period). Employees who have been working at Pine Manor College for over 2 years will accrue 20 vacation days (160 hours) per fiscal year (6.15 hours/pay period). Accruals are documented and reported each pay period and the balance is stated on employee pay stubs. Employees who have been working at Pine Manor College for 2 years or fewer may roll over unused accrued vacation time to a maximum of 5 days (40 hours) each fiscal year, for a total vacation bank of up to 15 days (120 hours) for that fiscal year. Employees who have been working at Pine Manor College for over 2 years may roll over unused accrued vacation time to a maximum of 10 days (80 hours) each fiscal year, for a total vacation bank of up to 30 days (240 hours) for that fiscal year. The fiscal year begins on July 1<sup>st</sup> and ends on June 30<sup>th</sup> of the following calendar year.
- The years of service requirements with respect to vacation accruals and roll over caps will not apply to employees who, as of the issuance of this policy (June 30, 2016), are already employed by Pine Manor College. Therefore, an employee who is entering his/her second year at Pine Manor College as of June 30, 2016 will continue to be eligible to accrue up to 20 days (160 hours) of yearly vacation time, and may continue to roll over up to 10 days (80 hours) of unused accrued vacation time from year to year (subject to the provisions below).
- Accrued vacation time must be used in hourly increments with 8 hours constituting a full day. All requests for use of accrued vacation time are subject to supervisor approval and based on business needs and demands. Employees are responsible for providing their supervisors with sufficient notice of the requested vacation dates.
- All employees may accrue 1 hour of sick time for every 30 hours actually worked, up to 5 sick days (40 hours) per fiscal year. Accruals are documented and reported each pay period and the balance is stated on employee pay stubs. Sick days may be used for an employee's medical needs, for the medical needs of an employee's family members, and for other reasons permitted by law. Employees begin earning sick time on their first day of work and may begin using sick time 90 days after starting work. Accrued sick time must be used in hourly increments.
- Employees may be required to provide supporting documentation in the event that a requested sick leave covers more than 24 consecutively scheduled work hours. The nature and amount of documentation will depend on the reasons for the requested leave.
- All employees may roll over unused sick time to a maximum of 10 days (80 hours) per fiscal year.
- All employees may accrue 5 days (40 hours) per year (1.53 hours/pay period) of extended sick leave time and may accrue a maximum bank of 40 days (320 hours). Extended sick leave may be used to cover any unpaid Family and Medical Leave (FMLA) or leave which is not

covered by short term disability. Extended sick leave can be used for the same reasons as regular sick leave.

- If sick and extended sick leave benefits are exhausted, employees may elect to use available vacation, floating holiday or personal days in order to be paid for the absence.

**PAID TIME OFF POLICY  
FOR PART TIME, SEASONAL, INTERNAL TEMPORARY AND CONTRACT EMPLOYEES**

- Part time and seasonal employees are entitled to a pro-rated amount of vacation days, based on their work schedules and years of service. Employees who work less than 12 months a year do not accrue vacation time during the periods that are not worked.
- Part time and seasonal employees who have been working at Pine Manor College for 2 years or fewer may roll over 3.5 days (28 hours) of unused accrued vacation time each fiscal year. Part time and seasonal employees who have been working at Pine Manor College for over 2 years may roll over 7 days (56 hours) of unused accrued vacation time each fiscal year.
- As with full time employees, the years of service requirements with respect to vacation accruals and roll over caps will not apply to employees who, as of the issuance of this policy (June 30, 2016), are already employed by Pine Manor College.
- All part time and seasonal employees may accrue and use sick time in the same manner, and for the same reasons, as full time employees.
- However, part time and seasonal employees with earned but unused sick time at the end of the fiscal year may roll over only up to 5 days (40 hours) of sick time into the following fiscal year.
- Part-time and seasonal employees may accrue 3.5 days (28 hours) (1.07 hours/pay period) of extended sick leave time per fiscal year and may accrue a maximum bank of 28 days (224 hours). The banked amount of extended sick leave cannot exceed the following formula: 28 (minimum # hours for benefits eligibility) divided by 40 hours per full time workweek times 40 days (the maximum bank a full time employee may carry). Part time employees may use extended sick leave in the same manner, and for the same reasons, as full time employees. Extended sick leave is currently not reported on employee pay stubs, but is tracked by the Payroll Office.

**PAID TIME OFF POLICY  
PERSONAL DAYS  
FOR PINE MANOR EMPLOYEES**

- Full time employees have up to 4 personal days (32 hours) to use per fiscal year. These days cannot be rolled over. To receive 4 personal days per fiscal year, a full time employee must be on payroll as of July 1, the beginning of the fiscal year. Those full time employees who start their employment after July 1 will receive pro-rated personal days based on the following formula: balance of the number of months of annual employment in the fiscal

year, divided by 12 months in a fiscal year, times 4 personal days. Personal days must be used in half day increments.

- Part time employees who work a minimum of 28 hours per week, and seasonal employees who work less than 12 months in a fiscal year, will receive 2 personal days (16 hours) per year which cannot be rolled over. To receive 2 personal days per fiscal year, these employees must be on payroll as of July 1, the beginning of the fiscal year. Those employees who start their employment after July 1 will receive pro-rated personal days based on the following formula: balance of the number of months of annual employment in the fiscal year divided by 12 months in a fiscal year times 2 personal days.
- Part-time, seasonal, internal temporary, contract employees, as well as employees who work less than 12 months a year, receive no personal day.