

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.

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- 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*.

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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.

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- 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.

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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). r

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.