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BOWDOIN COLLEGE

ABSENCE MANAGEMENT
FOR SUPPORT STAFF

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1. A support staff member who is unable to report to work as scheduled is expected 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.

2. If a support staff member anticipates being absent, or is absent for three or more
consecutive days for personal illness or injury, or the illness or injury of a family
member, he/she is required to inform Human Resources and may be required to provide
documentation of the need for such absence.

3. Support staff members 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.

4. Support staff members are responsible for promptly and accurately recording absences in
accordance with the College’s time and attendance system.
5. A support staff member may be required to provide a note from a medical practitioner
that he/she is able to return to work

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d. A support staff member approved for STD receives 70% of his/her average weekly w

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required by the College and the LTD insuran ce carrier. Failure to provide required

documentation may result in loss of compensation.

c. A support staff membe r approved by the ins uran ce carri er for LTD r eceiv es 60% of

hi s/her annual s alary (av e raged ove r 52 weeks) pai d on a mont hly, tax-advantaged basis

(beginni ng January 1, 20 14).

d. LTD runs concurrent with leave available under the federal/state family medical leave

l aws , if applicable (see t h e Col lege’s Family and M edical Leave Policy).

e. The College will continue to pay its share of insurance premiums during LTD leave for

up t o six m onths and the support st aff mem ber i s r espons ible for his/her us ual

contri butions toward i nsurance p rem iums . Aft er si x months on LTD leave, a support

staff member is r es ponsibl e for the full cost of benefits (provi ded that the s upport staff

m ember ele cts t o conti nue such cove rag e and i s still empl oyed by the College). If

employm ent i s termi nated, applicable ben efit cont i nuati on provis ions apply.

f. A releas e to return to work from a medical provider must be provided to Hu man

Resources upon a s uppo r t st aff mem ber’s ret urn to work from LTD.

g.

Time spent on LTD is not considered a break

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time. Requests for consideration of an unp aid time should be made to the support staff

member’s supervisor with final approval from Human Resources. The College grants unp aid

time on a case-by-case b asis and all such decisions are at the sole discretion of the College.