



Salaried Employee Paid Leave Policy

- (1) Full-Time Salaried Employees are entitled to paid vacation, sick, bereavement and jury leave as set forth in this policy. Part-Time Hourly and Full-Time Hourly employees do not receive such paid leave.
- (2) Approval of Paid Leave. As soon as is practical, employees must:
 - (a) Notify their immediate supervisor when they will not be at work due to paid leave, and
 - (b) Seek approval of any paid leave by applying for leave in the College payroll system. Vacation and jury leave must be approved before the leave is taken.
- (3) Paid Vacation Leave. Salaried employees receive paid vacation leave as a fringe benefit program as part of their employment. With supervisor approval giving consideration to daily operations and scheduling, employees may use any portion of their vacation hours that they accrue.
 - (a) Vacation Allowance
 - (i) Salaried, Faculty and Professional/Administrative employees earn vacation leave according to the following schedule:

Full Years of Continuous Employment	Hours Accrued Per Pay Period
0-5	5
6-10	6
11+	7

- (ii) Executive employees earn 8 hours of vacation leave per pay period.
- (b) At the beginning of each fiscal year, unused vacation hours from the prior fiscal year may be carried over up to the maximum of the amount of time the employee earned during that year. Hours not used in excess of the maximum carryover are forfeited during the first payroll of the new fiscal year.
- (c) An employee who is ill and requires time beyond his/her accumulated sick leave may use any unused vacation leave.
- (d) Upon an employee's separation, the number of vacation hours are prorated up to the final day of employment. The employee is reimbursed at his or her current rate of salary for his or her accumulated vacation hours as of the date of separation. If a negative balance exists, the negative amount will be deducted from the employee's regular salary and/or wages amount on the final paycheck. An employee who changes category from full-time salaried shall be treated as being terminated for

- purposes of paying out accumulated vacation hours.
- (e) Employees may choose an annual election to cash-out a portion of their vacation leave balance. This option may be chosen each year between November 1st and November 15th by providing written notice to the Finance Department. Employees may convert up to 40 hours of vacation leave into either gross pay or retirement account contributions. The hours converted will be paid at 75% of their value at the employee's current rate (*for example, if 40 hours are converted, the employee will be paid for 30 additional hours*).
 - (f) Vacation Scheduling:
 - (i) Faculty shall plan vacation time in coordination with other instructors in their program and their supervisor in order to ensure that student instruction is not adversely affected.
 - (ii) An employee may not use vacation leave to be absent for more than 10 consecutive working days, except when written consent is given by the Vice President the employee reports to.
- (4) Paid Sick Leave. Sick leave is a fringe benefit program which the College maintains to provide compensation to salaried employees during periods of personal illness or illness of an immediate family member.
- (a) Authorized Uses:
 - (i) Personal sick leave may be taken for illness experienced by the employee.
 - (ii) Sick leave may be taken by an employee to care for an immediate member of the family with an illness who has no other means of care.
 - (iii) In cases where dental and medical appointments take place during regular working hours, the time used for those appointments may be charged to sick leave.
 - (b) Salaried employees accumulate sick leave credits at the rate of four hours for each pay period of continuous service. Unused sick leave days will accumulate. There is no maximum amount of sick leave that can be accumulated.
 - (c) The College reserves the right to require substantiation of all illness charged to sick leave. Employees who take more than 24 hours of sick leave in a calendar month are required to provide a note from their physician to verify that the employee was required to take sick leave.
 - (d) Between November 1 and November 15 of each year, employees may convert up to 32 hours of sick leave per year into vacation leave by providing written notice to the Finance Department, so long as they have at least 80 hours of remaining sick leave after the conversion.
- (5) Paid Bereavement Leave. Salaried Dixie Tech employees who experience a death in their immediate family may have up to 40 hours of paid bereavement leave within a 14 day period of the death.
- (6) Paid Jury Leave: Salaried employees necessarily absent from work in compliance with an official requirement to appear for jury service or a subpoena to appear as a witness at a trial, deposition, or other official proceeding will continue to receive the equivalent of full pay. The employee is expected to deliver to the College Campus

Cashier, for deposit to the College Campus accounts, any fees received in accordance with law for compelled attendance as a juror or non-expert witness.

- (i) This allowance covers only time lost while actually engaged in jury service or attendance as a witness, and in reasonable travel to and from the place of such service.
 - (ii) Paid jury leave which was already approved but which proves not be necessary shall be canceled.
 - (iii) Paid jury leave does not apply when an individual appears on his or her own behalf.
- (7) Donations. An employee with a positive balance of accrued vacation or sick hours may donate hours to another employee who has exhausted his/her own vacation and sick leave and needs additional time because of illness or crisis with the written approval of receiving employee's immediate supervisor and Vice President.
- (8) Leave Disapprovals. When an employee applies for paid leave and does not appear at work but their leave request is denied, in addition to any other consequences for taking unapproved leave the time shall be designated for payroll purposes as vacation leave, or if the employee does not have remaining vacation leave, as unpaid leave.
- (9) Definitions. For the purposes of this policy:
- (a) "Immediate family," includes husband, wife, son, daughter, father, mother, brother, sister, grandmother, grandfather, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandfather-in-law, and grandmother-in-law (exceptions that may be considered by the Executive Team are those who have virtually held the position of an immediate member of the family).
 - (b) "Illness" means the temporary inability to discharge the duties of employment as the result of the mental or physical injury, sickness, or incapacity of the employee, or the substantial mental or physical injury, sickness, or incapacity an immediate family member of the employee, and includes pregnancy, or other conditions related to pregnancy.
 - (c) "Working days" means days when College employees are generally scheduled to work according to the College Calendar. It is not relevant whether the specific employee in question was scheduled to work.

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