



ENGAGE THE WORLD

DICKINSON COLLEGE

Leave Time Descriptions

(Shown on Qualifying Support Staff Pay Stubs only)

Vacation	<p>Vacation Hours. All regular full-time support-staff earn vacation on a monthly basis. This vacation must be used during the fiscal year in which it is earned (July 1 through June 30), with the approval of the department head. Vacation may be taken in quarter-hour increments. All vacation is made available to employees in advance, at the beginning of the fiscal year (July 1). Regular full-time support-staff employees receive three weeks (15 days) vacation per year for each of their first 10 years of employment. Effective on the July 1 following the completion of 10 years of continuous service they begin receiving four weeks (20 days) vacation each year. A full-time employee, who works fewer than 12 months a year or is a part-time employee, will only earn vacation for the months he or she works. For example, if an employee works 10 months a year and is off two months, he or she does not earn vacation for those two months. Or if an employee works full time for 10 months and half time for two months, he or she will earn one-half-time vacation for the two months he or she worked half time. Part-time employees also receive vacation that is prorated, based on the number of hours worked. Full-time vacation allotment for new hires is based on month of hire.</p> <p>Please note that the remaining vacation time is shown in hours. This is calculated based on the number of days earned times the number of hours the employee is regularly scheduled to work. Therefore, if an employee has earned 15 days of vacation and is scheduled to work 7 hours per day, the remaining vacation time will show 105.00 hours at the beginning of the fiscal year.</p>
FloatHol	<p>Floating Holiday Hours. The college provides nine paid holidays each year, seven that are fixed and two that are floating holidays. Employees may use floating holidays at their convenience with their supervisors' approval. New employees are eligible for two floating holidays during their first fiscal year of employment if they begin working for the college before Jan. 1 and one floating holiday if they begin working after Jan. 1 but before March 1. The floating holidays must be taken in full-day increments.</p> <p>Please note that the remaining floating holiday time is shown in hours. This is calculated based on the number of days earned times the number of hours the</p>

	<p>employee is regularly scheduled to work. Therefore, if an employee has earned 2 days of floating holiday time and is scheduled to work 7 hours per day, the remaining floating holiday time will show 14.00 hours at the beginning of the fiscal year.</p>
Sick	<p>Sick Time Hours. Full-time support staff employees earn sick leave time at a rate of 10 days per fiscal year. Sick leave does not accumulate or carry over from year to year. Sick leave renews at the start of each fiscal year, provided the employee is actively at work. For nonexempt support-staff employees, sick leave may be taken in quarter-hour increments. An employee should telephone the supervisor as soon as he or she knows that he or she will be unable to work. Employees must keep the college informed about the projected date and time of return. If employees cannot reach their supervisor, they should inform HR Services.</p> <p>Please note that the remaining sick time is shown in hours. This is calculated based on the number of days earned times the number of hours the employee is regularly scheduled to work. Therefore, if an employee has earned the full 10 days of sick time and is scheduled to work 7 hours per day, the remaining sick time will show 70.00 hours at the beginning of the fiscal year.</p>
STD Full	<p>Short Term Disability Hours at Full Time. In cases where an employee’s own illness or injury requires an absence of more than five consecutive days and a physician certifies the period of disability, he or she may be eligible for short-term disability assistance (STD). An employee must notify HR Services if he or she will be out more than five consecutive days (sick pay, vacation or floating holiday will be applied during these five days, if applicable). Any applicable absence of more than five consecutive days also will be applied against FMLA. Please refer to the following schedules:</p> <p>Length of service from date of hire: Less than one year— two weeks’ full pay One to three years—two weeks’ full pay and two weeks’ half pay Four to five years— four weeks’ full pay and four weeks’ half pay Six to 10 years— eight weeks’ full pay and eight weeks’ half pay Eleven or more years— 12 weeks’ full pay and 12 weeks’ half pay</p> <p>Please note that the remaining STD Full time is shown in hours. This is calculated based on the number of days earned times the number of hours the employee is regularly scheduled to work. Therefore, if an employee has earned 10 days of STD full time and is scheduled to work 7 hours per day, the remaining STD full time will show 70.00 hours at the beginning of the fiscal year.</p>