



# POLICY AND PROCEDURE

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<b>TITLE:</b>	Staff PTO & Sick Time
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## **POLICY STATEMENT:**

Goodwin University recognizes that everyone needs to balance the time and energy we commit to our jobs and other parts of our lives. The University believes that you can provide the best service to our students when you take care of yourselves. To give you time to enjoy your other interests, Goodwin University provides you with paid time off benefits. We encourage you to use your time off benefits, with advance planning to avoid disrupting or delaying the completion of work.

## **PROCEDURE DETAILS:**

Employees are expected to use paid time off in accordance with the attendance policy: avoid or minimize the occurrence of unplanned paid time off by providing as much advance notice as possible; and avoid patterns of usage that may indicate an improper use of paid time off.

- Examples of potential misuse include patterns of sick time or unplanned PTO that occur:
- on Fridays or Mondays;
- on days immediately preceding or following a holiday;
- on days immediately preceding or following planned PTO, work travel, or other planned time out of the office; or
- at an excessive rate, regardless of the days on which the absences occur.

## **Paid Time Off (PTO)**

All full-time employees earn PTO at the rate of 13.33 hours per month commencing on the first day of employment. If an employee requests time off prior to their benefit eligibility date, they must borrow against their future PTO; not to exceed 5 days (40 hours). If an employee leaves the University and has a negative accrual balance, the University reserves the right to recoup the overpayment in the employee's final check as outlined in the wage deduction authorization form that is signed at the time of hire.

PTO must be taken at a time convenient to University operations and approved by your supervisor in advance for purposes of coordination. A supervisor may reserve the right to deny a time off request if it significantly impacts the organizations' work due to issues like critical deadlines, periods of high demand, lack of adequate coverage, or if the employee's absence would create an unreasonable burden on colleagues or students. A supervisor may also consider if the employee provided sufficient notice for the absence, and the employee's current performance and/or attendance record, when determining if the request for time off will be approved.

At the end of the calendar year, you can elect to carry forward up to ten (10) days of PTO into the following calendar year. This option allows you the ability to take PTO early in the calendar year before new PTO time is earned.

Employees who complete five (5) years of continuous full-time service at Goodwin University accrue an additional five (5) days of PTO. At ten (10) years of continuous service, an additional (5) days is accrued. You will begin to accrue the additional time in the month following your anniversary date.

Employees may not opt to take time off without pay if there is PTO time available and may need to cancel future PTO plans if they no longer have the available PTO.

### **Sick Time**

Eligible full-time employees are awarded 96 hours (12 days) per year. New hires accrual will be prorated for the first year of employment. For example, if you are hired in March, you will accrue 80 hours during your first year. You may use your sick time in hourly increments. At the end of the calendar year, sick time resets and will not carry over.

Sick time is to be used for the employee's health and wellness. It can also be used if a family member falls ill or for a planned medical event. Sick time cannot be requested in advance unless for a planned medical event. Employees can use up to five consecutive days of sick time per year. If the absence exceeds 5 consecutive days Human Resources may require additional information, such as a physician note indicating fitness to return to duty.

If an employee exhausts their available sick time, they can use available PTO to ensure salary continuation during an absence. If an employee has a need or desire to take time off after they have exhausted all sick time, they need to apply for a leave of absence with Human Resources. The nature of the requested leave will be considered based on the nature of the need (i.e., FMLA or disability needs vs. a personal leave of absence for non-medical reasons), and business needs.

### **PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):**

UNIVERSITY CATALOG

STAFF HANDBOOK

FACULTY HANDBOOK

STUDENT HANDBOOK

### **DEFINITIONS:**

N/A

### **EXCLUSIONS: N/A**

### **OFFICES DIRECTLY AFFECTED BY THE POLICY:**

Human Resources

**HISTORY:** 1/1/2024: updated accrual rates

<b>EFFECTIVE DATE:</b>	1/1/2025
<b>RESPONSIBLE OFFICE (ONLY ONE):</b>	Human Resources
<b>REVIEW DATE:</b>	12/2/2024

**APPENDIX:**

Include any supporting documentation that would be of use for the interpretation, future evaluation, or revision of the policy and procedure. Examples include: the text of the law or regulation that required the creation of the policy or which the policy was designed to comply with and meeting minutes documenting open forum discussion (e.g., arguments for and against, resulting vote).