

PAID TIME OFF (PTO) POLICY

The Paid Time Off (PTO) Policy is designed to give Benedictine University employees time to address personal needs, personal or family illness, emergencies or other matters. **Vacation and Sick hours are earned as service is rendered to the University.** This Policy encompasses vacation, sick time and holidays. Other time off due to bereavement, military or jury duty is considered separate from this PTO policy.

VACATION:

Only active, full-time staff employees are eligible to accrue vacation time. Employees who change from part-time to full time status (unrelated to disability), do not receive credit for part time service in determining their accrual rate; vacation time is prorated from the date of the status change to the end of the fiscal year. The chart below summarizes VACATION accrual rates by length of service effective on June 1, 2021, for the Fiscal Year 2021/2022 for full time, benefit eligible staff employees working 2080 hours per year.

Completed full time continuous years of service	Maximum Accrual/Full Time Staff	Equivalent Number of Days	Earned Vacation Hour	Per Regular Hours Worked
1-2	120	15	1	17.33
3-9	160	20	1	13
10+	200	25	1	10.4

SICK TIME:

Only active, full-time staff employees (except for additional employees who are residents of Arizona— see provisions for Arizona employees below) are eligible to accrue Sick Time. Employees earn one hour of paid Sick Time for every 21.67 hours worked. A staff employee working full time will accrue 12 Sick days, or 96 hours, per Fiscal Year. Sick Time off may be used for the illness of the employee or any family member. **Effective June 1, 2018, employees may also use earned Sick Time for non-illness related reasons of any kind whatsoever.**

SICK TIME for ARIZONA EMPLOYEES: Non-benefit eligible hourly-paid employees who are residents of Arizona are eligible to accrue one hour of Sick Time for every 30 hours worked. Arizona adjunct faculty members and seasonal coaches receive a bank of 40 hours of sick time at the beginning of the fiscal year. Non-benefit eligible hourly-paid employees may only accrue or use up to 40 hours of earned Sick

Time per fiscal year and may rollover no more than 40 hours of earned unused sick time into the next fiscal year.

MENTAL HEALTH DAYS: In addition to your accrued sick/vacation time, to address the stress that has affected many, if not all of our faculty and staff. This will allow employees to take time to rejuvenate for the challenges and opportunities ahead.

EMPLOYEES ON LEAVES OF ABSENCE: Other than employees on Short Term Disability, employees do not accrue vacation or sick time while out on any other leave of absence.

NEW EMPLOYEES: Vacation and sick time for benefit eligible new employees is pro-rated from the date of hire to the end of the current fiscal year.

PTO ROLLOVER: PTO should be taken in the same fiscal year it is accrued. No Sick Time will be rolled over into the following fiscal year. As of March 15, 2022, employees who have accrued, but unused vacation time, and do not foresee using this time prior to the end of the fiscal year (May 31), are granted rollover of up to two weeks (10 days) of vacation time to sick time for the new fiscal year. Any accrued and unused vacation time for the current year, which rolls over to sick time for the new year, will not be included in a final payout should the employee leave the University.

STANDARD UNIVERSITY HOLIDAYS:

Eligible employees will receive the standard University holidays, plus the days that fall between Christmas and New Year's Day of each year. The following are the standard holidays:

Memorial Day
Juneteenth
Independence Day
Labor Day
Day before Thanksgiving
Thanksgiving Day
Day after Thanksgiving
Christmas Eve Day
Christmas Day
New Year's Day
Good Friday
Easter Monday

In 2021, the days that fall between Christmas and New Year's Day are Monday, December 20 – Friday, December 31, 2021.

Benedictine University reserves the right to change, including the right to amend, suspend, terminate or make exception to, its human resources policies and procedures, and its benefit plans and policies, at its discretion, at any time, without notice.