

## **SECTION 3 – WORKING HOURS, ATTENDANCE AND TIME OFF**

### **3.1 Working Hours**

The normal office hours of the College are 8:30 a.m. to 5:00 p.m. However, due to differing departmental functions and needs, work schedules for individuals may vary from department to department. Your supervisor will inform you of your own work schedule. On the Wednesday before Thanksgiving and on the work day prior to the Christmas holiday period, the office hours of the College are 8:30 a.m. to 4:00 p.m.

### **3.2 Attendance**

To maintain a productive work environment, the College expects employees to be reliable and punctual in reporting for scheduled work. Consistent attendance on a daily basis is expected and employees are to be at work and on time according to their assigned scheduled workday.

Absenteeism and tardiness place a burden on other employees and on the College. In instances where employees cannot avoid being late to work, or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. This notification is required for each day of unscheduled absence or tardiness.

### **3.3 Absence from Work**

The College recognizes that employees will not be present at work from time to time for a variety of reasons. However, attendance is and will continue to be an important factor in an employee's performance evaluation. Excessive absences may result in disciplinary action including possible termination.

An employee who is absent without proper notice for three consecutive workdays will be considered to have voluntarily terminated employment with the College.

### **3.4 Meals and Rest Breaks**

Employees working a full work day will be provided with a lunch period. Short rest breaks may also be allowed. Since work schedules vary, your supervisor will inform you of your own schedule for these times.

### **3.5 College Closing Policies**

#### **Inclement Weather Policy**

Because Randolph-Macon is a residential college, it is our policy to remain open unless the President declares that the College will close for normal office operations during extremely severe weather conditions, such as blizzards, major flooding, and hurricanes. In some circumstances you may leave work early because of inclement weather, but only with your supervisor's permission. Employees will be paid at regular rate for the time that the College is officially closed.

The most reliable and official form of communication for R-MC school closing information is R-MC's Official School Closing Hotline, which can be accessed at 752-3633 or by calling the main R-MC number at 752-7200 and pressing 9. If the President declares that the College will close for normal operations due to inclement weather, an announcement to that effect will be placed on the Official School Closing Hotline for the College. Other mediums include the campus spotlight on the R-MC home web page, a broadcast voice mail message to the R-MC community and local television and radio stations (WTVR Channel 6, WRIC Channel 8, WWBT Channel 12, WCVE 88.9 FM, WRVA 1140 AM, and WHAN 1430). However, due to circumstances that may be out of our control, these may not be the most reliable, and employees are encouraged to confirm information heard by calling the Official School Closing Hotline. Essential personnel will be expected to report for work. Your supervisor will have informed you prior to such an occurrence if your work is considered essential under such circumstances.

#### **If the College closes before the workday begins:**

Non-exempt employees who are identified as essential and who work when the College is closed due to inclement weather will receive a regular full day's pay plus additional inclement weather pay at time-and-a-half rate for hours actually worked.

Employees taking a scheduled vacation/personal/sick day on that day will not have the time charged against their accrual.

The College will remain in "closed" status until the following work day. Inclement weather pay for non-exempt employees will cease at the beginning of the first shift of each department the following work day if the decision is made to open the College during normal operating hours. If the decision is made to open the College late, inclement weather pay will continue until the scheduled opening time.

#### **If the College opens two hours late (i.e. 10:30 a.m.):**

Non-exempt employees who are identified as essential and report to work prior to the College opening at 10:30 a.m. will receive regular pay from the time their shift begins to 10:30 a.m. plus additional inclement weather pay at time-and-a-half rate for hours actually worked until 10:30 a.m.

**If the College offices close early due to travel safety concerns with inclement weather:**

Non-exempt employees are paid regular pay through the end of their normal work day. Non-exempt employees who are identified as essential and are required to stay will receive regular pay for time worked. No extra pay will be given unless the time worked goes into overtime. Employees taking a scheduled vacation/personal/sick day will have the full day counted against their accrual.

In all cases above, exempt employees who work during inclement weather do not receive additional pay, but a supervisor may grant additional vacation time whenever an employee has been required to work excessive time beyond normal expectations.

**If the College is not closed and you can't make it to work:**

If the College is not closed and a non-exempt employee is unable to get to work or will be late due to weather conditions, the employee must call in to advise the supervisor of the situation. The employee must make up the time missed by one of the following methods:

- taking accrued vacation/personal leave
- working additional nonscheduled hours within the current pay period if approved by the supervisor (such as weekend hours, etc.)
- choosing not to be paid for the time missed

If the College is not closed and an exempt employee is unable to get to work or will be late due to weather conditions, the employee must call in to advise the supervisor of the situation. The employee must make up the time missed by one of the following methods:

- taking accrued vacation/personal leave (in full or half day increments only)
- choosing not to be paid for the time missed if absent for entire day

**Emergency Closing Policy**

In the event the College closes due to an emergency situation that is not weather related, the policy above will apply with one exception. In the case of a non-weather related emergency, depending on the circumstances surrounding the emergency, a number of employees may need to be designated as essential. Administration (Cabinet members and the Crisis Management Team) will be asked to report and they will identify and notify those employees designated as essential to dealing with the emergency.

In all cases, employees need to use their own discretion regarding their personal safety in reporting to work and should contact their supervisors if they are unable to report or will be arriving late.

### 3.6 Vacation

Regular full-time employees (i.e. those who work 12 months per year) accrue vacation at the rate of 1.25 days per month (or 15 days per year) from the date of hire. Vacation days are not accumulated from one year to the next and are lost if not used during the year in which they are accumulated. Although vacation time accrues from the date of hire, new employees are not allowed to use or be paid for accrued vacation until after 6 months of continuous service. With the exception of the first six months for a new hire, vacation time may be used before it is fully accrued during any one year, but should not exceed the annual maximum allowed. For an employee to accrue a month's credit toward vacation, he/she must have worked a portion of that month.

Regular part-time employees, (i.e., those who work part-time, 12 months per year) receive proportional vacation time which must be used during their regularly scheduled hours of work. For example, if an individual is scheduled to work ½ time, he/she is eligible for ½ of the vacation days available to regular full-time employees (i.e. 7.5 days of 7.5 hour days).

Special full-time and special part-time employees (i.e. those who work nine-, ten- or eleven-months per year) are not eligible for vacation.

Charges of vacation time must be made in full or half day increments for exempt employees and in increments of at least 30 minutes for nonexempt employees. Furthermore, vacations must be scheduled well in advance with the approval of the supervisor.

In the event that an individual leaves employment of the College and has unused, accrued vacation time, the College will compensate that employee for those hours or days at his/her normal rate of pay. However, in the event that an individual leaves employment of the College and has taken unaccrued vacation time, this unaccrued time must be paid back to the College.

### 3.7 Holidays

The College grants eleven paid holidays annually to all full-time employees and part-time employees who qualify. Five of these holidays will be taken sometime during the Christmas period (between December 15 and December 31) by all employees. Because some areas will remain open during this period, the exact schedule will be determined by your supervisor annually.

In addition, the following are recognized by the College as holidays:

- New Year's Day (January 1)
- Last day of Spring Break
- Memorial Day
- Independence Day (July 4th)
- Thanksgiving
- The day after Thanksgiving

Also, on the Wednesday prior to the Thanksgiving holiday and the workday prior to the Christmas holiday period, the office hours of the College are 8:30 a.m. to 4:00 p.m.

Should any holiday fall on a Sunday, the holiday will generally be observed on the following Monday. If the holiday falls on a Saturday, the preceding Friday will generally be observed. To be eligible for a paid holiday, you must work your regularly-scheduled work days immediately preceding and

following the holiday, unless your supervisor excuses your absence in writing.

If you are full-time and work a 40 hour work week, including departments who work rotating shift schedules 24/7, your holiday will be paid as an 8 hour day at regular rate. If you are full-time and work a 37.5 hour work week your holiday will be paid as a 7.5 hour day at regular rate. Part-time employees are eligible for holiday pay if the holiday falls on a regularly scheduled work day. The part-time employee will be paid for the number of hours he/she was scheduled to work that particular day at his/her regular rate. If one of the paid holidays falls during your scheduled vacation period, the holiday will not count as a vacation day.

If you are a non-exempt employee and are required to work on a holiday, you will receive your regular pay for the hours worked, plus holiday pay as described in the preceding paragraph; or, with the permission of your supervisor, you can be allowed to take the holiday on another approved day. If the latter is approved, you will receive regular pay on both the holiday worked and the day taken off in its place.

If you are an exempt employee and are required to work on a holiday, you will receive regular pay for the hours worked and you will be allowed to take the holiday on another day approved by your supervisor.

If your religious affiliation recognizes holidays other than those designated by the College, and if your religious conviction prohibits you from working on those days, you may take those days off from work without pay, provided that you have given your supervisor a minimum of two weeks' notice. The College may ask you to furnish a statement from your minister, priest, rabbi, or other religious leader that such additional holidays are consistent with the religious convictions and practices of the faith to which you belong.

### **3.8 Leave Time**

All leaves must have the prior approval of the supervisor and department head. While on leave, the employee must also have the prior approval of the supervisor and department head before undertaking employment outside the College. Before going on extended leave, an employee should contact the Director of Human Resources to determine which benefits can be continued during the leave. In order to accrue credit for leave time, you must work part of each month that is being counted.

### **3.9 Personal Leave**

The College provides for its regular full-time employees and special full-time employees to accrue personal leave at a rate of .25 days per month from date of hire. (i.e. 12-month employee accrues 3 days, 10-month employee accrues 2.5 days). Personal leave cannot be accumulated from one year to the next, is not paid to the employee when he/she leaves employment with the College, and with the permission of the supervisor, may be used at the discretion of the employee. Personal leave may be used before it is fully accrued during any one year, but should not exceed the annual maximum allowed.

Regular part-time employees and special part-time employees are eligible for proportional personal leave which must be used during their regularly scheduled hours of work.

Charges of personal leave time must be made in full or half day increments for exempt employees and in 30 minute increments for non-exempt employees.

### **3.10 Sick Leave**

The College provides for its regular, full-time employees and special full-time employees to accrue sick leave at a rate of 1 day per month from date of hire. Sick leave cannot be accumulated from one year to the next and is not paid to the employee when he/she leaves employment with the College. Sick leave may be used before it is fully accrued during any one year, but should not exceed the annual maximum allowed. If you are absent or expect to absent for more than 3 days, and your absence qualifies as one of the conditions under the Family and Medical Leave Act (Section 3.17), you must notify Human Resources. Randolph-Macon College is required by law to designate leave as FMLA leave when the College knows the leave is for an FMLA-qualifying reason.

Regular part-time employees and special part-time employees are eligible for proportional sick leave which must be used during their regularly scheduled hours of work.

Charges of sick leave time must be made in full or half day increments for exempt employees and in 30 minute increments for non-exempt employees. Sick leave must be used for employee illness, accident, or disability only. At the discretion of the supervisor, the College may require a doctor's slip for absences due to illnesses, accident or disability.

### **3.11 Maternity Leave**

The College does not have a maternity leave policy. State and federal laws require that pregnancy and related disabilities be treated as all other temporary disabilities. Leave of absence related to pregnancy and childbirth shall be treated as any short-term disability at the College (see Section 5.5 entitled Short-Term Disability Program and Section 3.17 entitled Family and Medical Leave Act).

### **3.12 Military Service**

An employee who was, is, or applies to be a member of the uniformed services, has certain employment rights as outlined by the Uniformed Services Employment and Reemployment Act of 1994 (USERRA). USERRA protects civilian job rights and benefits for veterans and members of Reserve components.

In the event that the individual is called to active duty USERRA requires that service members provide advance written or verbal notice to their supervisor as soon as possible for all military duty, unless giving notice is impossible, unreasonable, or precluded by military necessity. Employees who are absent from work will receive full compensation for up to 30 days of active military service from their last day of employment at R-MC. Service members are able (but are not required) to use accrued vacation leave while performing military duty.

Returning military service personnel are eligible for reinstatement if they (1) satisfactorily completed the period of military service (i.e., no dishonorable or "other than honorable" types of discharge), (2) are able to perform their former job duties with or without reasonable accommodations, (3) are not absent for a period in excess of the limitations prescribed by law.

The period an individual has to make application for reemployment or report back to work after military services is based on time spent on military duty. For service less than 31 days, the service

member must return at the beginning of the next regularly scheduled work period on the first full day released from service, taking into account safe travel home plus an eight-hour rest period. For service of more than 30 days but less than 181 days, the service member must submit an application for reemployment within 14 days of release from service. For service of more than 180 days, an application for reemployment must be submitted within 90 days of release from service.

Reservists participating in military training activities such as weekly drills, weekend drills, summer encampment, or cruises will be granted an unpaid leave of absence to complete these training tasks. A copy of orders for such training activities must be provided to the supervisor and forwarded to the Office of Human Resources. Vacation time may be used for these types of activities if the employee so desires.

### **3.13 Jury Duty**

The College encourages you to perform jury duty whenever you are requested to do so. Provided that you notify your supervisor as soon as you receive a jury summons and obtain a statement from the Court Clerk indicating the time that you served, the College will pay your normal wages for the time that you serve. You are expected to return to work immediately after being excused from jury duty.

### **3.14 Funeral and Bereavement**

The College recognizes that times of bereavement are very difficult for employees. In this regard, every effort will be made to ensure that an employee is able to attend to family matters. The following policy guidelines will apply.

- Absence due to death in an employee's immediate family (mother, father, children, brother, sister, spouse, parents-in-law, grandparents, and grandchildren) will be excused and paid up to a maximum of three business days.
- Absence of up to one day to attend a funeral of a relative not in the immediate family will be granted and paid as an excused absence.

Should additional time be needed, you may request time off without pay, or vacation or personal leave time may be used. Employee requests for bereavement leave should be submitted to the supervisor for approval.

### **3.15 Leave of Absence Without Pay**

At the discretion of the President or a respective senior administrator in consultation with the Director of Human Resources, the College may grant an extended leave of absence without pay to an employee with a year or more of full-time service. Leaves of absence will not be granted to employees searching for other employment or for starting a business. Whenever possible, the College will hold open for 30 calendar days (from the last full workday) the job of an employee who is away on an approved leave. After that time, an effort will be made to offer a comparable position to the employee returning to work. Under no circumstances will leaves of absence be granted in excess of one year. An employee taking a leave of absence greater than 30 days will forfeit rights to any benefits until and if reinstated. Failure to return to work at the agreed-upon time will be considered as a resignation.

### 3.16 Volunteer Emergency Work

Randolph-Macon College encourages its employees to participate in community service and provides time off with pay for any employee who is called away from work as a volunteer on a fire fighting or ambulance emergency.

### 3.17 Family and Medical Leave

In compliance with the Family and Medical Leave Act (FMLA) of 1993, the College will grant up to a total of 12 weeks of unpaid FMLA leave during any 12-month period to eligible employees for the birth and care of a newborn child, the placement of a child with the employee by adoption or foster care arrangement, the care of an immediate family member with a serious health condition, or for the employee's own serious health condition. The 12-month period is measured forward from the first day of FMLA leave.

#### Eligibility

Eligible employees are those who have been employed by the College for at least 12 months, and who have provided at least 1,250 hours of service during the 12 months before the leave is requested. It is the responsibility of the employee and his/her supervisor to work together to coordinate family and medical leaves of absence and to maintain accurate and up-to-date records of such leave time.

Employees may also be eligible for the College's Short-Term Disability Program as discussed in Section 5.5. In such instances, the Family and Medical Leave Act and Short-Term Disability Program run concurrently.

#### Definitions

When FMLA leave is taken for the birth and care of a newborn child or placement of a child by adoption, the leave must be taken during the first 12 months after childbirth or placement and taken all at one time. Employees must also provide thirty days advance notice before the date on which the leave is scheduled to begin or "such notice as is practicable."

FMLA leave may be taken for the care of a family member who has a "serious health condition." The term "family member" includes a spouse, child (i.e., under age 18 or an adult child who cannot care for him/herself), or parent (this means the person who acted as the employee's parent when the employee was a child and does not include parent-in-laws). FMLA leave to care for family may be taken intermittently (i.e. take leave a few days, work a few days, then take leave again) or on a reduced schedule basis when medically necessary. An employee will also be allowed to take FMLA leave on an intermittent basis for their own serious health condition when proven medically necessary.

The term "serious health condition" means an illness, injury, impairment, or a physical or mental condition that involves (1) inpatient care in a hospital, hospice, or residential medical care facility; (2) any incapacity requiring absence from work for three or more days which involves continuing treatment by a health care provider; (3) continuing treatment by a health care provider for a chronic or long-term health condition that is so serious that if not treated, would likely result in a period of incapacity of more than three days; or (4) for prenatal care.

## Notification and Certification Requirements

Requests for FMLA leave should be submitted in writing to your supervisor at least 30 days before the leave of absence is to begin (request forms are available in the Office of Human Resources). If 30 days' notice is not practical because the reason for the leave was unforeseeable, you must notify your supervisor by any means at your disposal as soon as possible, usually within two business days from the date leave began. On the request form, you must provide the following information: the reason(s) for the FMLA leave request, the anticipated length of the leave period (if possible), the starting date of the leave, and the return to work date (if possible). In addition, the appropriate certification from a doctor or child placement agency should accompany the FMLA leave request form. If the FMLA leave is requested because of a serious health condition, you must complete a "certification of health care provider" form (which is available from the Office of Human Resources) no later than 20 days after the leave is requested. If the leave is unforeseeable, this form should be provided to your supervisor as soon as is practical. The College may also request recertification of the serious health condition every 30 days in order to ascertain the status and intention of the employee to return to work after the leave period has begun. In addition, when FMLA leave is requested, the employee requesting such leave and his or her supervisor must schedule a joint meeting with the Director of Human Resources to clarify the details of the leave.

Randolph-Macon College is required by law to designate leave as FMLA leave when the College knows the leave is for an FMLA-qualifying reason.

## Employee Benefits

During their FMLA leave period, employees will continue to receive the same group health care coverage as received while actively employed. To ensure uninterrupted coverage, employees must pay their portion of the health care premium at the same time as it would be paid if by payroll deduction. In addition, you must contact the Office of Human Resources as soon as possible to arrange for such payments. If an employee's premium is more than 30 days late, the College may discontinue health care coverage and recover any employee premiums paid by the College to maintain coverage during the FMLA leave period. If an employee fails to return to work following the FMLA leave period for reasons other than the continuation, recurrence, or onset of a serious health condition, the College may recover the premiums which were paid to maintain the employee's health care coverage during the leave period.

Employees may use available paid sick, vacation, or personal leave as a part of the 12-week period of leave if the leave is due to the employee's own serious health condition, or for the birth and care of a newborn child or placement of a child by adoption. Employees may use available paid vacation or personal leave as a part of the 12-week period of leave if the leave is for the care of a family member with a serious health condition.

## Job Restoration

Employees who take FMLA leave and return to work by the end of the 12 week period are entitled to return to their former position or an equivalent position with equivalent benefits, pay and other terms and conditions of employment. However, no employee has an absolute right to return to the same position. Certain highly compensated salaried employees are eligible for leave but are not guaranteed restoration to their position if they choose to take leave.