

Sick and Vacation Leave Programs:

All non-faculty employees

(Approved October 11, 2016)

Unless otherwise noted, changes are effective December 1st 2016

Hourly employees:

- Effective 6/1/2017, sick accruals for hourly employees will increase from 7 days to 8 days per year.
- Maximum accrual cap of 160 hours (or 20 days) currently in place will be lifted.
- All current FT hourly employees who have completed five years' full time service AND have a minimum balance of 160 hours in their sick leave account will be switched December 1st to the new '888' sick bank and will receive a new sick leave balance of 1,048 hours (their 160 hours plus 888 more).
- The current plan that pays for sick hours banked over 160 will be discontinued. Employees on calendar year accrual may elect to receive one final sick leave "trimming payment" in January.
- Effective 6/1/2017, all employees on calendar year accrual will move to fiscal year accrual.

Administrators:

- The current six-month short term disability bank will be discontinued and replaced with an individual sick leave account with a balance of 1,048 hours of sick leave (six months).
- All current FT administrators will be switched to this new sick bank regardless of current service level or overtime eligibility status with no initial reductions based on sick time used to date.
- New administrators hired December 1st or later are not eligible for immediate participation in this bank and will accrue sick time quarterly at the rate of 8 days per year.
- As of December 1, all administrators will submit in advance all leave requests for supervisor approval.

All full time employees:

- New and current FT hourly employees and new administrators are eligible for the 888 sick leave bank under the following conditions:
 - Must have completed a minimum five years' full time consecutive service with St. Bonaventure (student and part-time employment do not count toward this eligibility).
 - Must have a balance of at least 160 hours of sick time in their current bank at fiscal year-end.
 - Eligibility will be reviewed annually and movement to the '888' plan will occur only at new fiscal year start and not mid-year.
- Once moved to the '888' bank, employees will accrue sick time at the rate of four (4) sick days per year, credited to their bank at the start of the fiscal year and capped at the maximum 1,048 hours.
- Employees with 15+ years of service may request one full sick bank replenishment after serious illness.
- Employees with a documented history of sick leave abuse may become ineligible for participation in the bank and are subject to progressive disciplinary action.
- Sick time has no monetary value and is not paid out at separation from employment.
- Any exceptions to eligibility for the 888 sick leave program will be reviewed by Human Resources and must be approved by the President.
- Effective 6/1/2017, annual sick and vacation time accruals will no longer be given in total at the start of the new fiscal year, but will be accrued at the beginning of each quarter of the fiscal year.
- Accrued unused vacation balances will no longer be paid upon separation from employment.
- Executives will have the authority to permit employees to carry a negative vacation or sick leave balance of up to two weeks during the fiscal year to a maximum of the annual accrued amount.