Time Away, Sick Leave, & Family Care Policy

Time Away From Work

Vacation time allowance is calculated on a calendar year basis from January 1 through December 31. If eligible employment with the college begins on a date other than January 1, the vacation allowance is pro-rated from the date of hire until December 31 for the first year of employment.

A “Time Away From Work Request Form” must be completed and signed by the staff member, approved by his or her supervisor and filed with the appropriate vice president prior to any time away from work for vacation, work-related travel or off-campus meetings. Supervisors are expected to maintain records of staff member vacation time.

The minimum amount of vacation that can be taken at one time is one half-day of vacation. Designated holidays falling within a staff member's requested vacation period will be paid as holiday time.

There is no carry-over of vacation time from one calendar year to the next. Exceptions to this rule must be approved by the supervisor, in consultation with the divisional vice president and the director of human resources. Time away from work request forms can be obtained from your Supervisor.

Sick Leave & Family Care Time

Sick leave is to be used only for the personal illness of a staff member. Sick leave cannot be used as extra vacation, holidays or for any other paid time-off purpose. Regularly scheduled doctor/dentist office visits that are routine in nature should be scheduled at the beginning or end of the day, or over a lunch break when possible.

Sick leave is provided as a type of insurance protection in time of illness. To be paid for sick leave, staff members must notify their supervisor of illness. Building Services staff must call their Supervisor/Manager and call Physical Plant (526-6444) front desk and advise of absence. Other than hospitalization or lengthy convalescence, staff members should inform their supervisor daily of progress and expected date of return to work. Calvin College may request a physician's note for any illness. Calvin College requires completion of the Family Medical Leave Act Form with certification by a health care provider for any staff member who is sick in excess of five consecutive working days.

Extended absences beyond ten days per academic year due to illness and exclusive of vacation are reviewed by the supervisor and the director of human resources in order to
consider appropriate action. Such absences are coordinated with available vacation and the Family and Medical Leave Act (FMLA).

Calvin College also offers paid time off (two days total) for the care of an eligible staff member’s sick child, spouse and/or parent. This time is also to include routine doctor and dentist appointments for family members. Such absences beyond two days per calendar year are considered unpaid.

TIME AWAY FROM WORK REQUEST

DEPARTMENT:

Today’s Date___________________________________________
Name_________________________________________________
I hereby request the following day(s) as time-away
for the calendar year

Dates # of Days

_________ through ___________ ____________________

_________ through ___________ ____________________

_________ through ___________ ____________________

Emergency Contact Phone Number_________________________

Please check the appropriate box below:

Vacation___ Funeral___ Jury Duty___

Other_________________________________________________

I will be off-campus the following day(s) for a
conference/training time/etc.

Dates # of Days

_________ through ___________ ____________________

_________ through ___________ ____________________

_________ through ___________ ____________________

Name of Conference/Training

Location of conference/training____________________________

Emergency Contact Phone Number_________________________

Employee Signature_____________________________________

Supervisor Signature________________________Date_________