



### PAID ANNUAL LEAVE POLICY (PAL)

Virginia Wesleyan College recognizes the need for its employees to have time away from the job. Therefore, the College recognizes the following policy for annual leave:

Annual leave is to be used for all events, which require the employee to have time off from the job excluding recognized Virginia Wesleyan Holidays, jury duty, and working the polls on election day. These include, but are not limited to, scheduled vacation, illness, personal business, family and personal emergencies, doctors' and dentists' visits, acts of God (hurricanes, blizzards, etc.) when the College remains open, and bereavement leave.

The Administration at Virginia Wesleyan College desires to be flexible with regard to use of PAL. Therefore, any extenuating circumstances should be brought, in writing, to the appropriate Vice President. Each request will be considered on an individual case basis.

In cases of extended illness or injury, Paid Annual Leave is to be used for the first five working days of absence. Following these initial five days, if an employee must still be absent from work due to illness or injury, the employee may be eligible for short-term disability. Use of short term Disability must be in accordance with the Short Term Disability policy (see P & P #19).

In accordance with federal and state law, Virginia Wesleyan College will grant its qualifying employees a minimum of 90 days leave with pay (by use of available PAL time) or without pay (see Family and Medical Leave Act, P & P #17).

All regularly scheduled staff who are in full-time and part-time twelve month exempt and non-exempt positions and who are regularly scheduled to work a minimum of 20 hours per week are eligible for Paid Annual Leave (PAL). Staff who are in nine month, ten month, and eleven-month positions, and temporary employees are not eligible for PAL. Any employee who would like to voluntarily opt-out of this benefit may only do so with the approval of his or her supervisor.

PAL is accrued on hours paid per pay period up to thirty-five or forty paid hours depending on the employee's regular number of hours scheduled each week. It does not accrue on overtime pay, nor does it accrue on leave without pay or when an employee is on Short Term Disability. Accrual rate is based on job classification (exempt/non-exempt), and length of service. PAL accrual is as follows:

### EXEMPT EMPLOYEES

Accrue 30 days per year

### NON-EXEMPT EMPLOYEES

Employed 0+ - 3 years --- accrue maximum 20 days per year  
(1 2/3 days per month) (over)  
Employed 3+ - 7 years --- accrue maximum 25 days per year  
(2.08 days per month)  
Employed 7+ - 13 years --- accrue maximum 27 days per year  
(2.25 days per month)  
Employed over 13 years --- accrue maximum 30 days per year  
(2.50 days per month)

Accrual rate changes are effective the first appropriate pay period in the month following 3, 7, and 13 years of employment.

The maximum accumulated balance at any time is as follows:

400 hours for full-time 12-month employees who work 8-hour days,  
350 hours for full-time 12-month employees who work 7-hour days.  
250 hours for all part-time 12-month employees.\*

When an employee has reached the maximum, accrual will stop until that employee begins to use leave. At that time, accrual will begin, and will continue up to the maximum amount.

While PAL begins accruing on the employee's date of hire, non-exempt employees may not use PAL until completion of 90 days of employment. Exempt employees may use PAL (with supervisor's approval) as it accrues, from date of hire.

In order to use PAL, an employee is to request the time, preferably in writing, from his/her supervisor as far in advance as possible. In situations where prior approval is not possible, such as personal emergencies and illness, the employee must notify his/her supervisor as soon as possible. The supervisor has the right to deny PAL, especially during times of peak workload and/or times when other staff has previously requested leave. However, the supervisor will make every effort to approve PAL that is requested for illness and/or emergencies. In the event of simultaneous, conflicting requests for time off, seniority will determine first consideration.

### RESIGNATION

When an employee resigns in good standing, gives appropriate resignation notice, is actively at work up to and including the termination date, has satisfied any outstanding debts, and has returned any outstanding equipment, Virginia Wesleyan College will, at its discretion, pay one-half of any accrued PAL balance at the employee's current salary. Exempt employees are required to give thirty (30) calendar days written notice of intent to resign. Non-exempt employees are required to give fourteen (14) calendar day's

written notice of intent to resign. If less notice is given by the employee, the College reserves the right to withhold the payment of accrued PAL.

#### MAXIMUM ACCUMULATION

\*Effective 10/01/02, the maximum accumulated balance allowed is changed as indicated above. For employees who, at that time, have amounts above their allowed maximum, the following applies:

- There will be no loss of hours already accrued,
- PAL hours will not accrue until the balance falls below the appropriate maximum.
- The employee will have up to 3 years to reduce the balance below the allotted maximum. If the employee terminates employment with a balance greater than the allowed maximum, the amount paid upon termination will be 50% of the October 1, 2002 allowed maximum.

#### PAL ACCRUAL FOR PART-TIME EMPLOYEES

Effective July 1, 2006 regularly scheduled part-time employees who work a minimum of 20 hours per week and are hired July 1, 2006 or thereafter will be given PAL hours each fiscal year as indicated below. These part-time employees will **not accrue** PAL, nor will any PAL remaining on the books as of June 30 each year carry over to the next fiscal year.

PAL Credits for part-time PAL eligible employees:

Hired July 1 - December 31: 40 hours of PAL credited at the date of hire

Hired January 1 - June 30: 20 hours of PAL credited at the date of hire.

Please note: Non-exempt employees may not use their PAL for the first three months of employment, therefore PAL hours for non-exempt employees hired March through June will not be credited until July 1 when 40 hours will be credited.

PAL use, and any other PAL issues, for part-time employees will follow the general PAL policy as indicated above.

There will be no change in PAL accrual for part-time employees employed by Virginia Wesleyan College prior to July 1, 2006.