

## Vacation Accrual Rates

Vacation accrual rates for full-time Exempt and Nonexempt Employees:  
(Eligible for overtime: Clerical, Administrative, Maintenance, Service)

<u>Years of Service</u>	<u>Days/Hrs Earned/Yr</u>	<u>Exempt Hours Earned/Pay Period</u>	<u>Nonexempt Hours Earned/Pay Period</u>	<u>Max Accrual Hours as of 7/4/22</u>
0 - 2.99	15 / 120	4.62	.0577	120
3 - 6.99	20 / 160	6.15	.0769	160
7+	25 / 200	7.79	.0962	200

## Vacation Approvals

Vacation requests are subject to the prior approval of the employee’s supervisor or department head. Employees are required to notify their manager in writing at least two weeks prior to taking vacation time. A limited number of vacation days can be taken on short notice to handle unexpected or emergency situations, however, managers must approve the time off request.

An employee who has exceeded their vacation accrual and has a negative balance will be considered on unpaid leave of absence, and their pay will be reduced as permitted by applicable law. All unpaid leave must be approved by the Office of Human Resources.

Taking vacation beyond the accrual is not allowed and pay may be deducted based on applicable laws. Monthly notifications are sent to supervisors making them aware of leave balances. Supervisors are required to monitor leave and approve time off as required by college policy.

## Illness During Scheduled Vacation

If an employee becomes ill while on vacation prior to or after, the time may be charged to sick leave instead of vacation. In that event, an employee will be required to present a doctor’s certification of the employee’s illness to the supervisor or to the Office of Human Resources.

## 3.7 California Sick Leave Policies

### Eligibility

Pursuant to the Healthy Workplaces, Healthy Families Act, Saint Mary’s College of California provides paid sick leave to employees who, on or after July 1, 2015, work for Saint Mary’s College of California, in California, for 30 or more days within the year. For employees who work in California who are eligible for sick time under the general Paid Sick Time policy and/or any other applicable sick time/leave law or ordinance, this policy applies solely to the extent it provides greater benefits/rights on any specific issue or issues than the general Paid Sick Time policy and/or any other applicable sick time/leave law or ordinance. The paid sick leave accrual and usage policies were updated April 27, 2021.

Sick leave accrual rates for Exempt 40 HR / 12 Month Employee\*

\*Rates are prorated for employees that work less than 40 hrs. per week.

<u>Years of Service</u>	<u>Days/Hrs Earned/Yr</u>	<u>Hrs Earned/ Pay Period</u>	<u>Current Max Accrual Hrs.</u>	<u>Max as of 7/1/21</u>	<u>Max as of 7/1/22</u>
All	12 / 96	3.70	480	192	192

Sick leave accrual rates for Nonexempt 37.5 HR / 12 Month Employee\*

\*Hours accrued for nonexempt employees are based on hours worked, employees working under/over 37.5 hours per week will accrue at different rates.

<u>Years of Service</u>	<u>Days/Hrs Earned/Yr</u>	<u>Hrs Earned/ Pay Period</u>	<u>Current Max Accrual Hrs</u>	<u>Max as of 7/1/21</u>	<u>Max as of 7/1/22</u>
All	12 / 90	3.46	450	180	180

For more details on vacation and sick leave accruals, please visit the Benefits section on the Office of Human Resources website.

Paid sick leave may be used for the following reasons:

- For diagnosis, care or treatment of an existing health condition of or preventative care for the employee or the employee’s family member (meaning a child, including biological, adopted, or foster child, stepchild, legal ward or a child to whom the employee stands in loco parentis, all regardless of age or dependency status); spouse; domestic partner; parent (including biological, adoptive, or foster parent, stepparent, or legal guardian of the employee or the employee’s spouse or domestic partner or a person who stood in loco parentis when the employee was a minor child); grandparent; grandchild; or a sibling; or
- For the employee who is a victim of domestic violence, sexual assault, or stalking;
  1. to obtain or attempt to obtain a temporary restraining order, restraining order or other injunctive relief;
  2. to help ensure the health, safety, or welfare of the victim or the victim’s child;
  3. to seek medical attention for injuries caused by domestic violence, sexual assault, or stalking;
  4. to obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence, sexual assault, or stalking;
  5. to obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking, or;
  6. to participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

Employees will be notified of their available paid sick leave on each itemized wage statement.

Unless the employee advises the Employee’s Supervisor otherwise, Saint Mary’s College of California will assume employees want to use available paid sick leave for absences for reasons set forth above and employees will be paid for such absences to the extent they have paid sick leave available.