



## WEBB INSTITUTE

### Paid Time Off Policies

#### Vacation Leave

**Vacation Time:** Full-time administrative employees except as otherwise provided in a written agreement approved by the President, **receive three (3) weeks' paid vacation leave annually for the first five (5) years of employment.**

After five (5) years of full-time employment, full-time employees receive **four (4) weeks of paid vacation leave annually.**

**Full-time facilities** employees except as otherwise provided in a written agreement approved by the President, receive two (2) weeks' paid vacation leave annually for the first five (5) years of employment. After five (5) years of full-time employment, fulltime employees receive three (3) weeks of paid vacation leave annually.

**Accrual:** The vacation policy is based on the fiscal year from July 1<sup>st</sup> through June 30<sup>th</sup>.

Pro-rated vacation accruals will be added to the employee's leave bank every month. An employee in the first year of employment is not permitted to take vacation in advance and not yet earned.

After the first year, an employee may use vacation leave due within the fiscal year but not yet earned.

**Maximum Accrual:** Employees may carry over a maximum **of ten (10) vacation days into the following year.** Effective June 30<sup>th</sup>, employees will lose without compensation accrued vacation in excess of ten days. Upon leaving Webb's employment, accrued vacation time will be paid to the employee for the accrued amount on the last day of employment, up to a maximum of twenty (20) days.

## Personal Leave

**Personal Days:** Full-time employees are credited with three (3) personal days annually. The personal leave policy is based on the fiscal year from July 1st through June 30th.

Personal days can be used only after six (6) full months of employment. Personal days cannot be carried over into the next fiscal year. No compensation will be paid for unused personal days.

## Sick Leave

**Sick Days:** Full-time employees are credited with eight (8) paid sick days annually. The sick leave policy is based on the fiscal year from July 1st through June 30th.

**Rollover Option:** Employees have the opportunity, at the close of each fiscal year, to rollover unused sick leave to either their catastrophic leave bank or their vacation leave bank. If an employee has at least (4) days of unused sick leave available at fiscal year end, the employee may elect to convert four (4) days of unused sick leave to one day of vacation leave. If at least eight (8) days of unused sick leave remain, the employee may elect to convert eight (8) days of unused sick leave to two days of vacation leave. At the end of the fiscal year, any accrued sick leave not converted to vacation leave will be transferred to the catastrophic leave bank. Upon leaving Webb's employment, no compensation will be paid for unused sick days.

## Catastrophic Leave

**Catastrophic Leave Bank:** Full-time administrative employees can build a personal paid catastrophic leave bank to a maximum of three (3) months. This is done by converting unused sick leave at the end of a fiscal year into the employee's personal catastrophic leave bank.

## Bereavement Leave

(a) In the event of death of an employee's immediate family member, Webb provides paid bereavement leave of up to three (3) days.

## Jury Duty

(a) Full-time employees called for jury duty will receive their full salary for a period of up to fifteen (15) days unless they have already served on jury duty and such service ended less than thirty (30) months from the start of the current service.