Policy on Paid Time Off

I. Purpose and Scope
This policy provides basic information about the paid time off which the university offers to its employees. The university provides eligible staff with paid time off, including paid sick time, vacation time, personal time, and others as described in this policy.

II. Definitions
For purposes of this policy,

**Paid time off** means paid sick time, vacation time, personal time, and other paid time off.

**Days:** Note that paid time off for sick, vacation and personal time is accrued and allotted in days. Days are converted to hours for purposes of tracking time in the Time Tracking system.

**Benefits-eligible employee:** Employed in a budgeted benefits-eligible position with an annual appointment of two-thirds time or more.

III. Policy
It is the policy of the university to pay employees at their regular rate of pay for certain absences or other time away from work.

The university reserves the right to change the amount of paid time off which it offers to its employees as a matter of policy and consistent with state and federal law. This policy applies to all eligible university employees including employees who work outside of the state of Massachusetts unless a more specific state or local law conflicts with a part of this policy, in which case, the state or local law shall govern that provision that conflicts but does not negate the applicability of the remainder of the policy.
A. Paid Sick Time

The university provides, within certain limits, compensation to employees at their regular rate of pay for absences due to their own medical condition(s) and other circumstances. Benefits-eligible employees receive sick, personal and family sick time. All others may be eligible for family sick time.

i. Accrual of Sick Time for Benefits-Eligible Employees

The accrual of paid sick time is based on the employee’s date of hire/anniversary date of employment.

a. Accrual for Faculty and Administrative Professional Employees Grades 9-17

Benefits-eligible employees in this category earn paid sick time based upon the number of years of service as indicated below. The amount of paid sick time is allotted on the first day of employment and renewed annually at the start of the fiscal year (July 1). If an employee is on leave or inactive on July 1, the renewal will occur when the employee returns to work. Employees who work less than full-time will accrue a pro-rated amount of paid sick time based upon their years of service and hours worked. Sick time does not carry forward.

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Paid Sick Time at Full Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 2 years of completed service</td>
<td>22 days</td>
</tr>
<tr>
<td>Over 2 years of completed service and less than 7 years of service</td>
<td>44 days</td>
</tr>
<tr>
<td>Over 7 years of completed service</td>
<td>66 days</td>
</tr>
</tbody>
</table>

b. Accrual for Office Support (Grades 51-54), Technical (Grades 41-45), Crafts, Trades, and Service Employees (Grades 60-71), Public Safety (Grades 73-76)
All benefits-eligible employees in this category earn paid sick time at the rate of one day for each complete month of service. Earned sick time may be carried forward from year to year up to a maximum of 150 workdays.

ii. Accrual of Sick Time for Eligible Part-time, Temporary and Student Employees

Part-time, temporary and student employees are entitled to accrue 1 hour of paid sick time for every 30 hours worked up to a maximum of 40 hours of paid sick time per year. Employees may carry over up to 40 hours of unused earned sick time to the next fiscal year. Employees, however, cannot use more than 40 hours of earned sick time in a fiscal year.

Student Employees are eligible to accrue sick time only if they are not (a) participating in a federal work study program or substantially similar financial aid or scholarship program; or (b) providing support services to residents of a resident hall in exchange for a waiver or reduction in room, board, tuition or other education-related expenses; or (c) exempt from FICA.

iii. Use of Paid Sick Time

Paid sick time may only be used for absences relating to the employee's medical condition(s) except as provided in paragraph III.B, Personal Time, and as set forth below under Earned Sick Time/Family Sick Time.

Earned Sick Time/Family Sick Time

Up to a maximum of forty (40) hours of sick time per year may be used for the following purposes in accordance with the Massachusetts Earned Sick Time Law:

a. To care for a physical or mental illness, injury or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care affecting the employee or the employee’s child, spouse, parent, or parent of a spouse;

b. To attend routine medical appointments of the employee or the employee’s child, spouse, parent, or parent of a spouse;

c. To travel to and from an appointment, a pharmacy, or other location related to the purpose for which earned sick time was taken; or
d. To address the psychological, physical, or legal effects of domestic violence on the employee or the employee’s dependent child.

Employees should notify their supervisors in advance if the need for family sick time is foreseeable. If an employee anticipates a multi-day absence from work, employees must provide notification of the expected duration of the leave, or, if unknown, must provide notification on a daily basis, unless the circumstances make such notice unreasonable.

Use of family sick time that is unforeseeable must be reported to employees’ supervisors as soon as is practicable. Both employees and supervisors are responsible for maintaining accurate paid sick time information. If an employee exhausts their paid sick time, any additional sick day(s) taken will be unpaid. This unpaid sick time must be tracked and entered in the Time Tracking system.

Employees who are eligible for and use family sick time may be required to submit to the HRM/Benefits Department documentation signed by a health care provider certifying that the use of earned paid sick time was for an authorized purpose when the absence

1. exceeds twenty-four (24) consecutively scheduled work hours or three (3) consecutively scheduled work days;

2. occurs within two (2) weeks prior to an employee’s final scheduled day of work before termination of employment, except in the case of temporary employees; or

3. occurs after four (4) unforeseeable and undocumented absences within a three (3) month period.

Employees who do not have a health care provider may provide a signed written statement evidencing the need for the use of earned paid sick time for an authorized purpose in lieu of certification by a health care provider in the event documentation is required.

The university may require employees to provide a fitness-for-duty certification, a work release, or other documentation from a medical provider before returning to work after an absence during which earned sick time was used.

If a benefits-eligible employee is absent in excess of five (5) consecutive workdays due to their own medical condition, the employee and/or the employee’s supervisor must contact HRM/Benefits to discuss a possible leave of absence and provide medical documentation. Please refer to the Policy on Paid Leave Program, Policy on Leaves of Absence and additional information regarding medical leaves available on the
Disability Leave Programs section on HR Service Center. Payout of Paid Sick Time

Upon retirement from the university, employees in the following positions: Office Support (Grades 51-54), Technical (Grades 41-45), Crafts, Trades and Service employees (Grades 60-71), Public Safety (Grades 73-76) will be eligible to receive a lump sum award of 50% of all unused earned paid sick time, provided they (1) are at least 62 years old, (2) have 10 years of completed service immediately prior to retirement, and (3) have 60 days or more of accrued earned paid sick time.

For all other employees, upon separation from employment, the university does not make a lump sum payment for unused earned paid sick time.

B. **Personal Time**

Use of Personal Time for benefits-eligible employees

Employees may use up to 3 days of earned paid sick time as personal days for personal matters including, but not limited to, appointments, parent teacher conferences, and religious observances.

This benefit allows the use of up to three days of accrued or allotted sick time annually from the start of the fiscal year, July 1. This time must be pre-arranged with the department head.

C. **Religious Observances**

Northeastern respects the religious beliefs of faculty and staff and their desire to take time off for religious observances. Employees may use personal time for religious observances.

D. **Vacation**

i. Use of Vacation Time for benefits-eligible employees

The university encourages employees to use their accrued vacation time. Vacation time may only be taken with prior approval of the employee’s supervisor. Vacation days must be accrued before taken. Paid time off for holidays recognized by the university do not require the use of vacation time. Vacation time cannot be used to extend an employee’s separation date. The employee’s separation date is the last day he/she works. Employees who have a position change that results in an increase in hours will receive a one-time vacation adjustment.
ii. Accrual, Rollover and Payout of Accrued Vacation Time

Vacation time is accrued on a monthly basis and will begin to accrue in the first month of employment if the employee begins work on or before the 15th of that month, or the second month of employment if the employee begins work after the 15th of that month. Employees who work less than full-time accrue vacation time on a pro-rated basis. For rates of accrual, please see the Vacation Accrual Rate Addendum, attached to this Policy.

Vacation time accrued during one fiscal year (July 1 – June 30) must be used by June 30 of the following fiscal year and cannot be carried forward. The university will not pay an employee for unused vacation days, except to the extent required by law.

Any unused, accrued vacation time will be paid with the employee’s last paycheck upon separation from the university. In the case of the death of an employee, vacation accrued and not taken will be paid to the estate of the employee.

If you work in California, your accrued vacation time rolls over from year to year. In accordance with the state’s law, total accrual of vacation time is capped at an amount not to exceed 2x the number of vacation days you earn in a fiscal year. For example, an employee earning 15 vacation days per year may not accrue more than 30 total vacation days.

E. Holiday

A holiday is a day designated by the university on which employees are paid for time not worked. Exempt staff who are required to work on a designated university holiday can take another day off as coordinated with their supervisor. Non-exempt staff who work on a designated university holiday will be paid for the time worked, including but not limited to any overtime pay required.

To be paid for a holiday, a faculty or staff member must be in a benefits-eligible, paid status on the working days before and after the holiday. The holiday schedule is determined by the university and posted on the HR Service Center each year for the upcoming year.

F. Other Paid Time Off

The university provides for other paid time off, such as bereavement leave, payment for jury duty service, and other situations where an employee must be absent from work. Please refer to the HR Service Center for details.
IV. Additional Information

Each department is responsible for managing the records of its employees’ paid time off benefits. Each employee is responsible for accurately reporting time off.

Enforcement: Employees may be subject to disciplinary action for misuse of earned sick time if they are engaging in fraud or abuse of benefits available under this policy.

Non-Retaliation: The university will not tolerate retaliation against an employee who exercises or attempts to exercise rights under the law.

More detailed information regarding paid time off in accordance with this policy is provided on the HR Service Center.

V. Contact Information

For questions about this policy, please contact the HR Service Center.
HR Customer Service Center: 250 Columbus Place; 617-373-2230
Vacation Accrual Rate Addendum

Office Support (Grades 51-54), Technical (Grades 41-45), Crafts, Trades, and Service Employees (Grades 60-71), Public Safety (Grades 73-76), Administrative and professional Grades 9 through 11

- Accrue vacation on the basis of the number of months employed during each fiscal year (July 1-June 30).
- The number of days accrued is based on the employee's length of service and maximums as detailed below.

<table>
<thead>
<tr>
<th>Number of Years Employed</th>
<th>Vacation Accrued Each Month of Employment</th>
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<tbody>
<tr>
<td>Up to 4 years of completed service</td>
<td>1.25 days -- maximum of 15 days/year</td>
</tr>
<tr>
<td>Over 4 years or completed service and less than 14 years of service</td>
<td>1.67 days -- maximum of 20 days/year</td>
</tr>
<tr>
<td>Over 14 years of completed service</td>
<td>2 days -- maximum of 24 days/year</td>
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</tbody>
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Administrative and professional Grades 12 through 17 and full-time faculty*

- Accumulate vacation time at the rate of two days per month.
- Administrative/professional personnel who work 45 weeks or less per year do not accrue vacation time.

*Members of the full-time faculty in teaching or research who hold appointments on a 12-month basis are entitled to an annual vacation to be accrued at the rate of two work days per month up to a maximum of 24 days/year. Faculty, including coordinators, specialists, or lecturers, who are employed on a less than 12-month basis and are paid an annual salary do not accrue vacation during the periods when they are in service at Northeastern.