

Pitzer College
Time Accruals and Accounting Policy for Exempt Administrators
(Grades 5 and Above)

Eligibility

You must be a regular, benefits-eligible employee (not temporary), working at least 20 hours per week.

Vacation Earning Rate

Vacation is earned for time worked and is pro-rated for months during medical or unpaid leaves. Usage is in no less than 4.0 hour increments.

Full time exempt administrators earn vacation at the rate of 14.67 hours (1.83 days) per month.

Part-time exempt administrators earn a corresponding pro-rated amount. For example, a half-time employee (working 20 hours/week) will earn 7.34 hours per month (half of the full-time rate).

Sick Leave Accumulation

Sick leave is accumulated at the rate of one day per month to a maximum of 960 hours (120 days; pro-rated for part-time employees) for every month in which at least 15 days are worked.

If a lengthy illness, injury, or other medical event causes you to need extended sick time away from work (more than 5 consecutive days), contact Human Resources at ext. 18254 for information about your short-term disability (VDI) benefits. The Disability Office at the Pendleton Business Building will assist you with the paperwork and your sick leave may be coordinated with VDI to keep your salary whole for a period of time. The length of whole pay depends on the amount of sick, vacation, and personal days you have accumulated.

Personal Time

In addition to vacation hours, you will receive 16 hours (2 days) of personal time every July 1st to use during the fiscal year. Employees are eligible to accrue personal days at the completion of 90 days of employment. Personal days are pro-rated for your first year of employment and for part-time employees.

Time Usage

Exempt employees should report usage of vacation, sick and personal time in no less than half-day (4.0 hours) increments. If you take less than a half-day off, do not include it in your monthly usage.

Record Keeping - It's Important!

During orientation, Human Resources will provide you with a Time Accounting Sheet showing your start up earnings. **As an administrator, you are responsible for tracking your own earnings and usage, and reporting it on a monthly basis to your department's record keeper.** Please contact Human Resources if you need assistance. Keep records up-to-date as the balances must be reported every year for the annual audit.

<p>Annual Audit: Auditors contact Human Resources every June and request balances for all employees. Be prepared to submit your vacation and sick balances to Human Resources every June.</p>
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Maximum Balances

No employee may have a balance of more than 33 vacation days, 120 sick days, or 2 personal days at any time. You will not accumulate more time until some is used up. Maximums are pro-rated for part-time employees.

Please refer to the Staff Handbook for answers about holiday schedules and other benefits.

If you have any questions please contact Human Resources, ext. 18254.