

Floating Holiday/Vacation/Personal/Sick Days

Centenary University offers benefits eligible employees, personal, floating holiday, sick, and vacation time.

Personal days:

Two (2) personal days are granted to benefit eligible full-time employees who work 12 months per year. They are accrued as follows:

- one Personal Day is accrued when the employee is actively at work from July 1 through December 31
- one Personal Day is accrued when the employee is actively at work from January 1 through June 30

Sick time:

Full-time Officers of the University, Administrative Officials, Administrative Employees and Service Staff

Full-time employees scheduled to work 35 hours per week over 12 months accrue sick leave at the rate of 0.83 days per full month of service, or 10 days per year.

Full-time employees scheduled to work 35 hours per week over 9, 10 or 11 months, sick leave accrues at the rate of 0.83 days per month of service x # of months scheduled to work.

Part-time Employees

Please refer to the New Jersey Paid Sick Leave policy at <http://www.centenaryuniversity.edu/new-jersey-paid-sick-leave/>.

Faculty

Effective July 1, 1989, full-time Faculty accrue sick leave at the rate of 5 days for the Spring Semester and 5 days for the Fall Semester. Sick days are not accrued during other Sessions or Semesters.

The number of sick days earned during the Fall or Spring semester will be prorated if a Faculty member works only a portion of the semester.

Faculty must report each sick absence to the Office of Academic Affairs so that an Absence Report can be completed.

All employees must enter their paid time off requests (including sick time requests) into ADP at www.workforcenow.adp.com.

Floating Holiday:

If the University announces a Floating Holiday in the annual holiday announcement, a new employee must work six (6) months during the fiscal year prior to being eligible for any Floating Holiday. A Floating Holiday may

be taken in units of one (1) day or half a day (1/2). Members of the Faculty, part-time employees, employees who work less than 12 months per year and Security officers are ineligible for this benefit.

Vacation time:

Vacation Accrual for Full-time Employees

Executive Staff: Vacation accrues at the rate of 1.83 days for each month worked, up to a maximum of 22 days per fiscal year.

Faculty: Full-time Faculty in designated positions who are authorized to work 12 months per year accrue vacation at the rate of 1.67 days per month of full-time service, up to a maximum of 20 days per fiscal year.

Administrative Official (AO)-Administrative Officials hired on and after July 1, 1989, accrue vacation at the rate of 1.25 days per month of full-time service, up to a maximum of 15 days per fiscal year. After five (5) years of continuous service, AO's accrue vacation at the rate of 1.67 days per month of full-time service up to a maximum of 20 vacation days per fiscal year.

Administrative Employee (AE) and Service Staff (SS) - Administrative Employees and Service Staff accrue vacation at the rate of .83 day for each month of full-time service, up to a maximum of 10 vacation days for the first five years of service. After five (5) years of continuous service, full-time AE's and SS's are eligible to accrue 15 vacation days per fiscal year, accrued at the rate of 1.25 days per month worked.

Vacation Accrual for Part-time Employee Who Works 12 Months Per Year

Administrative Officials, Administrative Employees, Service Staff:

Job classifications defined by a 35 hour full-time work week:

- Authorized and scheduled to work between 25-34 hours per week:
7.5 vacation days accrued per fiscal year at the rate of .63 days per month for eligible part-time service
- Authorized and scheduled to work between 20-24 hours per week:
5 vacation days accrued per fiscal year at the rate of .42 days per month for eligible part-time service

Job classifications defined by a 40 hour full-time work week:

- Authorized and scheduled to work between 28 and 39 hours per week:
7.5 vacation days accrued per fiscal year at the rate of .63 days per month for eligible part-time service

Vacation time accrues as outlined in this policy. Please note that all earned vacation time must be used by June 30th of the same year. Centenary University does not permit carry over of vacation time.