

## I. HOLIDAYS, VACATION, SICK TIME AND SYMPATHY LEAVE

Vacation. Each full-time staff and administrative employee is eligible for paid vacation time accrued each pay period following start of employment. Vacation time both available and taken is listed on each pay stub. For vacation time, full-time employees are those expected to work .90 FTE in their position.

The following vacation schedule is followed:

First-through-third year: 80 hours, 3.34 per pay period  
Fourth year: 104 hours, 4.34 per pay period  
Fifth year through 10th year: 128 hours, 5.34 per pay period  
Eleventh year: 136 hours, 5.67 per pay period  
Twelfth year: 144 hours, 6 per pay period  
Thirteenth year: 152 hours, 6.34 per pay period  
Fourteenth year and thereafter: Maximum of 160 hours of paid vacation per year for the 14th year and thereafter, 6.67 per pay period.

Part-time employees (.5 through .89 FTE) earn pro-rated vacation hours. There is no vacation or holiday benefit for employees working less than 50 percent time. Teaching faculty members do not receive vacation pay.

Employees may accrue up to two year's worth of vacation hours.

Holidays. A list of recognized holidays for full-time staff and administrative employees is given on each benefit statement form. If the holiday falls on a weekend, the college will substitute a weekday as the recognized day off.

All beginning full-time staff and administrative employees are eligible for holiday pay if they have worked the five working days preceding the holiday.

The following holidays are recognized:

Labor Day (1 day)  
Thanksgiving (2 days)  
Christmas (3 days)  
New Year's (2 days)  
Good Friday (1 day)  
Memorial Day (1 day)  
July 4 (1 day)

Part-time employees (.5 to .89 FTE) have pro-rated holiday time calculated at the same rate as the contract percent. There is no vacation time or holiday time for employees less than 50 percent time.

Goshen College is an academic institution that strives to meet the needs of its market and, therefore, may remain open during certain holidays to best meet the needs of those we serve. The exact dates of holiday observances will be set annually. During holidays when school is in session, employees may be required to work and therefore may take an additional day off with approval as a floating holiday. Floating holidays must be arranged and taken by authorization of supervisors.

Vacation and holidays while on SST. SST leaders will follow vacation and holiday schedules as appropriate and negotiated with the director of international education prior to the beginning of an SST assignment. Normally, vacation time will be taken when students are not on location.

Sick time and compensatory time. All employees earn sick leave time on a per pay basis according to their contract percentage of full-time equivalence. Full-time employees receive 4 hours per pay up to a maximum of 800 hours. Those working from .5 to .89 FTE receive a pro-rated amount.

Accumulated sick leave is intended to primarily help employees recover loss of income due to personal illness, but may be applied by administrative faculty and staff for doctor and dental appointments of the employee and immediate family members (dependent child, spouse, and parent) and absence for emergency care of an immediate family member if it is impossible to make other arrangements.

Teaching faculty sick leave is reserved for serious illness that prevents the individual from fulfilling his/her teaching assignments. Minor illnesses of a short duration, and doctor and dental appointments for the teacher or immediate family members will not be applied to the bank of sick leave hours as full salary will be paid. Extended time off for care of immediate family members with serious illnesses will follow Family and Medical Leave Guidelines.

Goshen College has no formal compensatory time off policy.

Sympathy Leave. Teaching faculty should negotiate sympathy leave with the academic dean. Administrative faculty and staff are entitled to a maximum of three days of leave with pay upon the death of the spouse or the following family members of either the employee or spouse: child, father, mother, brother, sister, or the husband or wife of any of these, with one day additional if total travel exceeds 500 miles, two days additional if total travel exceeds 1,000 miles.

Sympathy leave with pay will also be allowed upon the death of the following family members of either the employee or spouse: grandfather, grandmother, uncle, aunt, nephew, niece, grandchild, or the husband or wife of any of these, with the maximum of one day basic, one additional day if total travel exceeds 500 miles.