

Benefit Hours - Sick and Vacation Hours accrual and usage

Sick Leave

Full-time employees earn sick pay at the rate of one day per month (4 hours per pay) with a maximum of 100 days accumulation (800 hours). Those working from .50 to .89 FTE receive a pro-rated amount. For details see the [chart of vacation-sick leave accrual](#).

Sick leave is intended primarily for acute illness, personal and immediate family doctor and dental appointments, and absence for emergency care of an immediate family member (dependent child, spouse or dependent parent), if other arrangements are impossible.

Sick pay may be used to recover the loss of income due to an approved qualified leave under [Family Medical Leave](#) (FMLA), and also serves as the short-term disability benefit for eligible employees. The Family and Medical Leave Act (FMLA) provides employees up to 12 weeks of unpaid, job-protected leave per year. If available, up to 4 weeks of available sick leave must be used while on FMLA leave.

The [Parental Leave](#) policy can run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. If available, up to 4 weeks of available sick leave may be used as part of parental leave.

If teaching faculty miss teaching a class due to illness, they would report this to the Academic Dean and record that day as a sick day, in the [Vacation and Sick module](#).

Vacation

Vacation is an accrued benefit available to most full-time (.90 FTE) staff members and administrators, earned based on the current vacation benefit accrual table below, and also available at <https://www.goshen.edu/hr/benefits/#vacation>. Part-time employees (1/2 time to 3/4 time) receive pro-rata time for vacation and holidays. For full details, see the [chart of vacation-sick leave accrual](#). Paid vacation time is accrued each pay.

Year at Goshen	Vacation Days	Vacation Hours/Pay
1-3	10	3.34
4	13	4.34
5-10	16	5.34
11	17	5.67
12	18	6.00
13	19	6.34
14+	20	6.67

Teaching faculty, librarians, and other staff and administrators that follow the academic calendar with summers off are not eligible for vacation accrual.

Vacation leave is intended to primarily provide opportunity for rest, relaxation and rejuvenation for employees. Individuals must plan the use of vacation time with their supervisor(s) to insure equitable usage of time off and office coverage. The use of vacation hours must be reported through the [vacation and sick time module](#) managed by Human Resources. Unpaid time away from work may be available upon request if sufficient vacation hours are not available.

Vacation hours must be used if an employee is enrolled in a credit-bearing course (at GC or another institution) and coursework requires the employee to be absent during regular work time. If vacation hours are not available, unpaid time may be available upon request.

Up to two years' worth of vacation hours (maximum of 320 hours) may be accrued in an employee's bank of hours. Available and taken hours are available for staff through the GC timecard system, and for administrators through the [vacation and sick time module](#) on the HR website, and will soon be listed on the most current pay stub.

Vacation is intended to be used during employment for rest, rejuvenation and time away from work. However, not all employees are able to use all their vacation hours during their employment period due to a variety of factors, and remaining vacation hours have traditionally been paid out at the last pay, based on compensation at time of end of employment.

The vacation payout policy was changed effective July 1, 2018. For employees who started employment AFTER July 1, 2018, vacation hours not used at the end of employment will be forfeited and not converted to taxable wages based on current compensation.

For employees who began their GC employment BEFORE July 1, 2018, 50% of the employee's available vacation hours will be paid out at the last pay, based on compensation at the end of employment. This change in policy will take effect on July 1, 2019.

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