

Saint Joseph's College

Policy Guidebook

Human Resources

Section Name: Time Away From Work

Section Number: 9.02

Effective Date: 1/1/2023

SUBJECT: Earned Time

Purpose:

Earned time is a paid time off benefit offered by Saint Joseph's College. It offers staff the most flexibility to meet their needs as it's inclusive of vacation, sick, and personal time. The College encourages the use of earned time as necessary for staff to recharge and rejuvenate. The use of earned time should be planned and scheduled when at all possible. Specific departments may develop departmental procedures for scheduling and approving time off in order to meet the needs of the students and College.

Eligibility:

Regular full-time and regular part-time staff (24 hours per week or more) and 12M Faculty.

Effective:

The first day of employment

Policy:

Saint Joseph's Earned Time benefit satisfies the requirements of the Maine Earned Paid Leave (MEPL) effective January 1, 2021. Faculty and staff who are eligible for earned time may use that time to receive pay for time off requested under the provisions of the MEPL.

Earned Time Pay Rate Earned time pay is an employee's regular base pay rate times the number of hours of requested earned time. It does not consider additional pay, including but not limited to stipends, overtime, on-call pay, etc.

Employee Notice An employee must provide a reasonable amount of notice to use earned time for a planned absence, i.e. a vacation, a scheduled doctor's appointment, etc. In the case of an unplanned absence, i.e. a sudden illness or emergency, the employee must make a good faith effort to inform their manager of their request to use earned time in advance of not working.

Earned Time Accrual Earned time accruals are different depending upon non-exempt and exempt status, and years of service.

Employee Type	Status	Tenure (Years)	Accrual Rate	Max Annual ET Balance
12M Non-Exempt	FT - 35 hours/week	0-4	.036 hours	65 hours
		5-10	.055 hours	100 hours
		11+	.074 hours	135 hours
	FT - 40 hours/week	0-4	.038 hours	80 hours
		5-10	.058 hours	120 hours
		11+	.077 hours	160 hours
	PT - 24 hours/week	0-4	.026 hours	65 hours
		5-10	.045 hours	100 hours
		11+	.064 hours	135 hours
9M Non-Exempt	FT - 40 hours/week	0-4	.024 hours	50 hours
		5-10	.038 hours	80 hours
		11+	.053 hours	110 hours
12M Exempt & 12M Faculty	FT - 35 hours/week	N/A	6.54 hours	170 hours
11M Exempt			6.50 hours	156 hours
10M Exempt			6.14 hours	135 hours
9M Exempt			4.65 hours	121 hours
Earned Time for Exempt Non-Maine Residents (ORET)			8.08 hours	210 hours

Department Considerations: Depending upon the nature of a specific department and operational needs, departments may institute “blackout” dates. Blackout dates are times throughout the year that employees may not be able to utilize earned time (or MEPL) for planned purposes. Specific periods may include time around Commencement, the start or end of the academic year, fiscal year, or calendar year, etc. To understand if your department has blackout dates, please see your manager.

A manager may demonstrate flexibility for approval of earned time requests, however, due to departmental needs, may deny earned time requests for business necessity.

Earned Time Carry Over Earned time will not be carried over into the following calendar year. Any accrued, unused earned time that remains at the end of the calendar year will be deposited in the employee's Long Term Illness bank if it has not reached the maximum amount of time allowed to accrue. If an employee has a negative earned time balance at the end of the calendar year, it will be carried over into the following calendar year.

Payout at Separation from Employment Any remaining accrued earned time on the last day worked will be paid out in the employee's last paycheck. However, if the employee has a negative earned time balance, the earned time owed will be deducted from the employee's last paycheck. An employee must be present at the workplace on their last day of employment. As a result, they may not request earned time on their last day of employment with the College.

Procedure:

Employees should schedule earned time when they have accrued enough to cover their absence. If an employee does not have enough earned time to cover their absence, they may go into the negative up to five (5) earned time days.

Earned time will not accrue during an approved leave.

To Request Earned Time:

Employees must request earned time through the ADP portal.

NOTE: Exempt/Salaried employees must request Earned Time in full-day increments (i.e. 7 hours)