

Saint Joseph's College

Policy Guidebook

Human Resources

Section Name: Time Away From Work

Section Number: 9.03

Effective Date: 7/1/2020

SUBJECT: Long Term Illness (LTI)

Purpose:

Long Term Illness is a benefit that provides employees with their standard biweekly pay amount while on an approved leave for their own serious health condition. This benefit is effective on the first day of employment.

Eligibility:

Regular full-time administrative staff

Policy:

LTI will accrue at the following rates per pay period for *salaried employees*:

Employed: 0-6 years: **11.83 hours**/pay period to a maximum benefit of **2520 hours**

Employed: 7+ years: **17.64 hours**/pay period to a maximum benefit of **2520 hours**

LTI will accrue at the following rates per pay period for *hourly employees*:

Employed: 0-6 years: **.168**/budgeted hours to a maximum benefit of **2520 hours (2880 hours for 40 hour budgeted positions)**

Employed: 7+ years: **.252**/budgeted hours to a maximum benefit of **2520 hours (2880 hours for 40 hour budgeted positions)**

Long Term Illness hours will not be paid out upon separation from employment. Long Term Illness balances will be reinstated for employees who are rehired or return to full time status within six months of a change of employment status.

Procedure:

Upon the start of an approved leave, eligible employees will receive Long Term Illness pay.

The College supports an employee's time away from work (due to their own serious health condition) so the employee can focus on their health. As a result, access to College computer systems (including but not limited to drives, folders, files, programs, and external websites) will be suspended until the employee receives approval from their physician to return to work.

Email and voicemail will also be suspended and redirected to another member of their department to maintain continuity of College operations. Long-term illness benefits will not accrue during an approved leave.