

LEAVE OF ABSENCE THE PEOPLE CENTER

POLICY STATEMENT

Any regular, full-time, employee may be granted an unpaid leave of absence from the College for any reason deemed acceptable at the sole discretion of the Vice President, Provost or Dean of the division or department in which the employee works. A prerequisite to requesting a unpaid leave of absence is one year of full-time employment. A regular, full-time, employee may, in certain circumstances, be granted a leave of absence for a period of one month to a maximum of twelve months. Requests must be submitted in writing to the appropriate supervisor and forwarded for final approval to the appropriate Vice President, Provost or Dean. An employee on an approved leave of absence may elect to continue Medical and Dental Insurance subject to COBRA provisions. College coverage of life insurance, STD and LTD will cease the last day the employee is actively at work.

The College will not grant any form of monetary compensation during the period of absence. Employees requesting a leave of absence must contact the Benefits Director prior to their leave to determine the status of benefits continuation.

No vacation, leave benefits are accrued during a leave of absence; but continuity and credit for service is maintained. However, leave time is not added to length of service.

If an employee does not plan to return from a leave of absence, he or she must notify the Colleges' People Center Office no later than halfway through the leave period. Otherwise, upon completion of a leave of absence, an employee will return to his or her former position unless it has been eliminated.

At the termination of an approved leave of absence, an employee may request and be granted additional time at the discretion of the President. An employee requesting an extension of his/her leave of absence must make the request, in writing, to the President with a copy to his/her supervisor 60 days prior to completion of the first approved leave of absence. If the first approved leave of absence is less than 60 days, the second should be requested as soon as is practicable before the end of the approved leave of absence period. Refusal to grant a leave of absence shall not be a matter of grievance between the College and the employee.

Failure to go through the proper notification procedure is grounds for immediate termination and may impact negatively on the employee's future consideration for reemployment.

In the event of a decline in student enrollment of more than 25 percent or a cutback of services for financial exigencies, the College may, with a sixty-day written notice, terminate employment of an individual on a leave of absence.

SECTION VI CONTACT

To apply for a Leave of Absence, complete a [Leave Request Form](#) found on The People Center website under Employee Self-Service, Human Resources Forms. Absences due to an approved Leave of Absence should be recorded as "LOA" on timesheets.

The above is a summary only. Always refer to the applicable plan documents, policies or guides before making final decisions. The People Center policies and procedures are updated on an as-needed basis. As such, the College reserves the right to alter, amend or suspend the terms of this policy at its sole discretion; please refer to the policies posted on The People Center intranet site for the most current version. This policy does not constitute an employment contract.

COVID-19 LEAVE OF ABSENCE THE PEOPLE CENTER

POLICY STATEMENT (7/13/20)

Any employee who qualifies for a leave may be eligible for paid sick leave under the COVID-19 Leave of Absence policy. This policy is an addendum to the current Leave of Absence policy and goes into effect 8/1/2020 and ends 6/1/2021. In order to request a leave, employees are required to complete the [Leave Request Form](#) found on The People Center website. As per the Leave of Absence policy all requests are reviewed by Unum Life Insurance Company as well as the People Center.

Any time granted under this policy is separate from the vacation and sick time provided by the college. This plan is to be used exclusively for COVID-19 related reasons and is modeled after the Families First Coronavirus Response Act: Employee Paid Leave Rights.

Please refer to the People Center page for any updates related to this policy and not a hard copy in the event that this policy is modified.

Eligible employees:

All active Champlain College employees are eligible for up to 2 weeks of sick time for specific reasons related to COVID-19. This time is in addition the Champlain College sick time provided (for specific payment refer to Calculation of Pay).

This plan does exclude contractors who are paid through a third party or that would be considered 1099's as well as adjunct faculty.

Qualifying Reason for Leave (based on the U.S. Department of Labor):

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (or unable to telework) due to a need for leave because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Duration of Leave:

CHAMPLAIN COLLEGE

For reasons (1)-(4) and (6): A full-time employee is eligible for 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.

For reason (5): A full-time employee is eligible for up to 12 weeks of leave (two weeks of paid sick leave followed by up with 10 weeks of paid expanded family & medical leave, pay amounts as outlined in the calculation of pay section of the policy) at the employees regularly scheduled number of weekly hours, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

Calculation of Pay:

- For leave reasons (1), (2), or (3): employees taking leave are entitled to pay at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).
- For leave reasons (4): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).
- For leave reason (5): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period).

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