

# **BOWDOIN COLLEGE**

## **ABSENCE MANAGEMENT FOR ADMINISTRATIVE STAFF**

Bowdoin College provides several types of leave for eligible administrative staff members. This document provides the requirements for scheduling and documentation for use of these leaves. [Attendance expectations](#) for College employees can be found in the Employee Handbook.

### **1. Vacation**

Vacation is provided primarily for the purpose of pre-planned time away from work for relaxation and recreation, but it

**2. Personal Absence Time**

A. Personal Absence Time includes *sick time* for personal illness or injury, medical and dental appointments, *family care absence time*, and *personal emergency time*.

1. Full-time administrative staff members accrue personal absence time at the rate of one staff hour per regular schedule, up to a maximum of eight hours. Personal absence time is credited on the last business day of each month. Personal absence time for part-time administrative staff members is pro-rated.
2. Administrative staff members only accrue personal absence time in calendar months when they are in paid status.
3. Personal absence may be used in increments of 30 minutes.
4. Leave for personal absence time can accumulate to a maximum of 480 hours (pro-rated for part-time administrative staff). Once the maximum is reached, no further personal absence time is earned until the balance falls below the maximum. Administrative staff are encouraged to keep a balance of time that would cover the waiting period for Short Term Disability.

B. Personal Absence Time for Staff Own Illness/Injury (Sick Time)

The College provides personal absence time (sick time) when a staff member's illness or injury prevents him/her from performing work duties and for medical/dental appointments which cannot be scheduled outside the workday.

C. Personal Absence Time for Family Illness/Injury (Family Care Absence)

Administrative staff members may use personal absence time to care for a spouse, domestic partner, child or parent up to a maximum of 40 hours (5 days) per calendar year. Leave may be used in increments of 30 minutes. For more information, please refer to the [Family Care Absence Policy](#).

to notify his/her supervisor no later than the beginning of his/her workday

his/her absence. Unless prevented from doing so by a bona fide emergency, the staff member should personally speak with his/her supervisor.

2. If an administrative staff member anticipates being absent, or is absent for three or more consecutive days for personal illness or injury, or the illness or injury of a family member, he/she is required to inform Human Resources and may be required to provide documentation of the need for such absence.
3. Administrative staff members are responsible for completing any necessary paperwork to determine eligibility for disability dgpgku"cpf lqt"rgcxg"wpf gt"vj g"Eqmgi gø"Family and Medical Leave Policy



providing all documentation required by the College and the LTD insurance carrier. Failure to provide required documentation may result in loss of compensation.

- c. An administrative staff member approved by the insurance carrier for LTD receives 60% of his/her monthly salary on a tax-advantaged basis (beginning January 1, 2014).
- d. LTD runs concurrent with leave available under the federal/state family

available paid time. Requests for consideration of unpaid time should be made to the administrative staff or go through supervisor