

BOWDOIN COLLEGE

ABSENCE MANAGEMENT FOR EXEMPT ATHLETIC COACHES AND LABORATORY INSTRUCTORS

Bowdoin College provides several types of leave for eligible staff members including exempt Athletic Coaches and Laboratory Instructors. Exempt employees are paid on a monthly basis.

2. Absence for Family Illness/Injury

The College provides up to 40 hours (5 days) of paid time per calendar year under the [Family Care Absence Policy](#) for Athletic Coaches and Laboratory Instructors who must be absent from work or other responsibilities to care for an ill or injured spouse, domestic partner, child or parent. Athletic Coaches and Laboratory Instructors are expected to notify their supervisor and to assist with any necessary arrangements for coverage.

After 12 months of employment, Athletic Coaches and Laboratory Instructors are eligible for [Family and Medical Leave Policy](#). If an Athletic Coach or Laboratory Instructor anticipates being absent, or is absent, for three or more consecutive days due to the illness or injury of a family member as described above, he/she must inform Human Resources and complete any necessary paperwork. If the Athletic Coach or Laboratory Instructor qualifies for leave under the [Family and Medical Leave Policy](#), Human Resources will work with the Department on a case by case basis to determine if appropriate accommodation for continuing pay can be provided.

3. Personal Absence Time for Personal Emergencies

Up to two days of paid time per calendar year (pro-rated based on FTE) of personal absence time are available for urgent personal business that cannot be scheduled during non-work time (emergencies such as flat tire or household emergency).

4. Illness/Injury During Academic Year Breaks

If an Athletic Coach or Laboratory Instructor working less than 52 weeks per year incurs a personal illness or injury during an academic year break (including the summer break) that may impact his/her ability to return to work after the break, he/she is required to contact his/her Supervisor and Human Resources as soon as practicable.

5. Short-Term Disability (Effective 1/1/14)

Short-term disability (STD) is a program that provides income continuation for eligible Athletic Coaches and Laboratory Instructors who are absent from work for a personal illness or injury lasting up to a maximum of 180 consecutive days. For further information about STD benefits, please contact Human Resources.

- a. Athletic Coaches and Laboratory Instructors who work 30 hours or more per week (including academic year positions) are eligible for STD after 30 calendar days from the date of hire.
- b. There is no waiting period to receive STD.
- c. An employee approved for STD continues to receive his/her regular salary.
- d. The College will continue to pay its share of insurance premiums during STD and the Athletic Coach or Laboratory Instructor is responsible for his/her usual contributions toward insurance premiums, provided that the Athletic Coach or Laboratory Instructor is still employed by the College. If employment is terminated, applicable benefit continuation provisions apply.

- e. An Athletic Coach or Laboratory Instructor must contact Human Resources any time he/she anticipates being absent, or is absent, with an illness or injury lasting more than three consecutive days. The employee is responsible for providing all required

- e. LTD runs concurrent with leave available under the federal/state family medical leave [Family and Medical Leave Policy](#)).
- f. Appropriate release to return to work documentation from a medical provider must be provided to
- g. Time spent on LTD is not considered a break in service.
- h. This program is subject to change at the discretion of the College. In addition, the discretion to take employment action in
- i. This LTD policy will not diminish any rights and protections an employee may have under the [Americans with Disabilities Act](#).

T

7. **Parental Leave**

The College has a parental leave program for administrative staff members, which includes administrative staff members who are Athletic Coaches and Laboratory Instructors (see the [Parental L0003-0048](#) (