

Time-off Policies

Work and life balance is important at Garrett-Evangelical, and our policies include vacation time, sick time, scheduled holidays, and time off for important personal and professional events.

Vacation Time

Vacation days allow for travel, rest, personal business, family sickness, or other needs.

Full-time Employees

Vacation time accrues on a pro rata basis throughout the year during each payroll period. For full-time employees, vacation time accrues at the following rates:

- fifteen (15) days per year for the first three years of service; and
- twenty (20) days per year for the fourth and ensuing years of service.

Part-time Employees

Regular part-time employees working at least half time also are eligible for vacation days on a pro rata basis. The years-of-service thresholds (first three years; four years or more) are the same as for full-time employees, but the number of days accrued is based on the percentage of hours an employee works each payroll period as compared to a full-time employee. For questions regarding the accrual rate process, please contact the Human Resources Department.

Using Vacation Time

- Vacation time is computed from the first day of the first full month following employment, and employees are entitled to use vacation time accrued once they have been on the payroll for six months.
- Employees may not be granted vacation time prior to accruing it; days taken before the six-month period are without pay and granted at the discretion of the supervisor.
- Vacation time is negotiated with and approved by the supervisor, and it is taken at the convenience of the department in which the employee works. Emergency vacation time may be approved by the supervisor without advance notice.
- Vacation days accrued during one fiscal year (July 1-June 30) are used during that year or the fiscal year following. They may not be carried over beyond the following fiscal year. Thus, no more than 20 days may be carried over from one fiscal year to the next. Any accrued days exceeding 20 as of June 30 will be lost.
- When an employee leaves the Seminary, the final paycheck includes pay for unused vacation time accrued.

Sick Time

Sick leave is provided for employees who are unable to work due to their or their family members illness, injury, or receiving medical care.

- Sick leave is not earned time off, but is when (1) the employee or a family member is sick, injured, or receiving medical care; (2) the employee or a family member is a victim of domestic violence or a sex offense under Illinois law; or (3) the employee's place of business or the employee's child's school/caregiver is closed by a public official for a public health emergency.
- Full-time employees accumulate sick leave at the rate of one working day per month for each full month of employment.
- Part-time employees are eligible for sick days on a pro-rata basis. The accrual rate is based on the percentage of hours an employee works each payroll period. For questions regarding the accrual rate process, please contact the Human Resources Department.
- Sick time is accrued during each payroll period and is computed from the first calendar day after the employee starts work.
- Sick leave can be accumulated up to a maximum of 130 working days.
- Sick leave may not be used prior to accruing it; however, vacation leave may be used in case of illness where accumulations of sick leave are inadequate.
- The employee is responsible for notifying the supervisor at the beginning of a day of absence by means of text message, email, or a phone call.
- If an employee is confined to a hospital because of a major illness or injury while on vacation, each night of hospital stay during the work week may be charged to sick leave. A certificate from the attending physician may be required in such cases.
- When a designated Seminary holiday occurs during a period of sick leave, the day off is not charged to sick leave.
- Accumulated sick leave is forfeited upon termination of employment or at retirement.
- Absence due to an injury that occurs while an employee is performing the job is not considered sick leave when covered by workers' compensation. It is important to report all accidents to the Human Resources Office immediately (see "Workers' Compensation" on page 12 of this handbook).

Workers' Compensation

Employees suffering from a work-related injury or illness may be approved for workers' compensation. Employees who incur work-related injury or illnesses must notify the supervisor and the Human Resources Department immediately, since any injury or illness must be reported to the insurance company within 24 hours of occurring. Time lost as a result of an injury on Seminary business is not charged against an employee's sick leave.

Scheduled Holidays

The President's Office designates scheduled holidays at the beginning of each fiscal year.

- When a holiday falls on a Saturday, the preceding Friday is considered the holiday; when a holiday falls on Sunday, the following Monday is observed as a holiday.
- Employees who observe religious holidays other than those designated by the Seminary are expected to use vacation days for such observance. If this does not cover all desired religious holidays, employees may arrange with the supervisor to work on some other holiday, or they may negotiate another mutually agreeable arrangement.
- Regular part-time employees working at least half time are eligible for holiday pay on a pro rata basis. The accrual rate is based on the percentage of hours an employee works each payroll period as compared to a full-time employee. For further questions regarding the accrual rate process, please contact the Human Resources Department.

Miscellaneous Time Off

The Seminary allows employees to take time off for a variety of circumstances. The Miscellaneous Time Off policy applies to full-time employees. Regular part-time employees working at least half time are eligible for miscellaneous time off benefits. Employees will be paid for the hours they would have typically worked on the day(s) missed for one of the reasons below.

Jury Duty

Employees are excused from work with pay in order to fulfill jury duty that is required, provided they report to work at the Seminary on days the jury is not in session. Remuneration received from this duty is considered employee expense money. Employees must provide appropriate documentation with as much notice as possible to the supervisor and the Human Resources Department. Employees may be required to provide proof of jury duty service when they return to work.

Bereavement

If death of an employee's immediate family member (child, step-child, spouse, parent, or sibling) occurs, the employee notifies the supervisor and may negotiate up to five days of leave. If death of an employee's non-immediate family member occurs, up to three days of leave may be negotiated with the supervisor. Bereavement leave is paid and is not counted as vacation or sick time. Time off, generally one day, is allowed for attending funeral services for close friends or relatives other than immediate family members. The Human Resources Department must be notified of bereavement time for payroll purposes.

Professional Meetings

Time away from work to attend professional meetings must be approved by the supervisor and is not charged as vacation time.

Denominational Agency Activities

Employee participation as members/delegates of denominational groups during working hours must be approved by the supervisor. Such leave, provided it is for a reasonable number of days, is paid and is not counted as vacation time.

Chapel Attendance

Employees may attend chapel if it is approved by the supervisor; does not interfere with the efficient and effective accomplishment of their work; is coordinated with colleagues in the department; and is carried out with sensitivity toward others whose work may not ordinarily permit their attendance. Chapel participation is not a requirement for Seminary employees.

Snow Days

Employees receive pay for Seminary-designated snow days. The president of the Seminary determines a closure due to weather. If so, an email is sent by the President's Office to inform the community.

Certain employees whose responsibilities relate to the health and safety of the Seminary community may be required to work on days when the Seminary is officially closed due to weather.

Snow days constitute paid time off and are not counted against vacation or sick time. Employees who stay at home due to inclement weather when the Seminary is officially open may take a vacation day, unless personal safety clearly warrants otherwise in the judgment of the employee and the supervisor agrees.