

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

<b>Other Forms of Leave</b>		<b>SOP #: HR.009.06</b>
Effective Date	11/29/2016	
Last Revision/Review	4/21/2022, 4/27/23, 8/23/2024, 3/27/25	

### **1. Purpose**

Burrell College of Osteopathic Medicine (the College) provides time off for Holidays, Bereavement, Administrative Leave, Jury Duty, Voting Time, Leave Without Pay and Inclement Weather.

### **2. Related Policy/Authority**

The College's Employee Handbook, Policy B7512

### **3. Faculty/Staff Responsibilities**

#### Holidays

The College determines which holidays are observed.

#### Bereavement

Employee notifies supervisor and Office of Human Resources of the need for bereavement.

#### Administrative Leave

The College's Leadership determines if an employee needs to be placed on Administrative leave to facilitate an investigation or to remove an individual from the workplace pending assessment of the situation.

#### Jury Duty

Employee submits subpoena or notice issued by the court.

#### Voting Time

Supervisor determines which 2-hour block of time employees may take based on work requirements.

#### Leave Without Pay

Employees request, in writing, time off after exhaustion of annual and sick leave.

Dean approved or denies request for leave

#### Inclement Weather

Dean will determine the delayed opening/closure and/or cancellation of classes and office hours.

### **4. Definitions/Abbreviations**

None

### **5. Procedural Steps**

Holidays

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1. The College currently observes the following holidays:
  - a. Martin Luther King, Jr. Day
  - b. Spring Holiday
  - c. Memorial Day
  - d. Independence Day
  - e. Labor Day
  - f. Thanksgiving Day and the Friday following Thanksgiving Day
  - g. Christmas Eve Day through New Year's Day
  - h. Personal Floating Holiday (must be utilized in **full day increments**, 8 hours for full-time and 4 hours for part-time). Any unused personal holiday hours remaining at the end of the calendar year, will be forfeited. Unused personal holiday hours are not paid out upon leaving employment.
2. All regular employees are eligible for holiday pay (full-time receive 8 hours per day and part-time receive 4 hours per day). Certain situations and/or employee status may disqualify an employee from receiving holiday pay.
3. Certain departments (as identified by Executive Leadership) which include employees identified as essential workers, may be required to work on certain holidays regularly observed by the College. If an employee is identified as an essential worker within a department that will regularly be required to work on an observed holiday, the department will work with the Office of HR to determine how many hours should be applied to designated employees as an alternate holiday. The alternate holiday hours may be taken at any time in the year of the holiday which was required to be worked (in **full day increments**, 8 hours for full-time and 4 hours for part-time). Any unused alternate holiday hours not taken by the end of the calendar year will be forfeited. Unused alternate holiday hours are not paid out upon leaving employment.
4. The College reserves the right to change the paid holidays and/or designate certain holidays as a floating holiday. If approval is made for a floating holiday, the floating holiday must be taken within 30 days from the actual holiday.
5. When the holiday falls on a Saturday, the preceding Friday is observed; when a holiday falls on a Sunday, the following Monday is observed.
6. If the beginning of Winter Break (Christmas Eve Day) falls on a weekend, the preceding Friday is observed and if the end of the Winter Break (New Year's Day) falls on a weekend, the following Monday is observed.
7. Any eligible non-exempt employee shall forfeit payment for any holiday if the employee has an unexcused absence on the last regular work day preceding such holiday or on the first regular work day following such holiday.
8. Employees on leave without pay are not entitled to holiday pay. An employee returning from leave without pay must be on the job at least one day with the payroll of the holiday period.
9. An employee's first day of work may not begin on a holiday.

### Bereavement

1. Bereavement pay is calculated based on the base pay rate at the time of absence, and it will not include any special forms of compensation, such as incentives, commissions, bonuses, overtime or shift differentials.

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2. Employees are allowed up to three consecutive days off from regularly scheduled duty with regular pay in the event of the death of the employee's spouse, child, father, father-in-law, mother, mother-in-law, son-in-law, daughter-in-law, brother, sister, stepfather, stepmother, stepbrother, stepsister, stepson or stepdaughter. To be eligible for paid bereavement leave, the employee generally must attend the funeral of the deceased relative.
3. Employees are allowed one day off from regular scheduled duty with regular pay in the event of death of the employee's brother-in-law, sister-in-law, aunt, uncle, grandparent, grandchild or spouse's grandparent. To be eligible for paid bereavement leave, the employee generally must attend the funeral of the deceased relative.
4. Employees are allowed up to four hours of bereavement leave to attend the funeral of a fellow regular employee or retiree of the company, provided such absence from duty will not interfere with normal operations of the company.

### Administrative Leave

1. The term "Administrative Leave" describes the situation when an employee is temporarily relieved of his or her normal responsibilities, continues to receive regular pay and benefits, and is normally required to remain at home during regular work hours. Administrative leave is not a category of leave, like sick leave or annual leave, but describes a person's work status.
2. Administrative leave is used rarely and only when it is necessary to temporarily address a particular situation. An employee is only placed on administrative leave when the College determines that the employee cannot be allowed to remain in the workplace.
3. Employees on Administrative Leave will have their system access temporarily suspended. Upon their return to the workplace, all applicable access will be reinstated.

### Jury Duty

1. Jury duty is time spent away fulfilling the employee's civic responsibility and time spent away from the College as a result of a subpoena or notice issued by the court and counts as time worked.
2. Supervisors are authorized to grant jury duty leave upon the presentation of the subpoena or notice issued by the court.
3. Employees are not required to report for work after serving 8 hours of jury duty during the day.
4. The College employees, who have successfully completed their orientation period, will receive compensation at their current rate of pay for time spent in jury duty, not to exceed their regular pay. Employees will not be compensated for jury duty service during regularly scheduled non-workdays.
5. Temporary employees will not receive compensation through the College.
6. If service is less than 8 hours in a day, employees will return to work for the remainder of their 8-hour shift (or may request annual leave).
7. Regular employees may not receive any form of compensation from state courts other than mileage.
8. Employees are to provide their supervisor a written statement furnished by the court indicating the number of days or hours served. It is the responsibility of the employee to keep the supervisor informed of the anticipated time to be spend away from the job.

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9. Employees must use annual leave or leave without pay for jury duty/witness service in a jurisdiction other than that of their primary work locale.

### Voting Time

1. On election day, any registered voter may be absent from employment for 2 hours for the purpose of voting between the time of opening and the time of closing the polls.
2. The appropriate supervisor may specify the hours during this period in which the voter may be absent.
3. This does not apply to employees whose work day begins more than 2 hours subsequent to the time of opening the polls or ends more than 3 hours prior to the time of closing the polls. This applies to city, county, state and national elections.

### Leave Without Pay

1. Employees may request Leave Without Pay (LWOP) after exhausting all accrued leave balances.
2. LWOP may be granted for a period up to 90 calendar days, unless otherwise approved by the executive leadership.
3. Requests for LWOP will be approved or disapproved by the Dean.
4. After an employee has been on a LWOP for a period exceeding 90 days, the employee must make arrangements through the Human Resources Department to pay the full cost (employer and employee) of insurance premiums and make timely payments to the College. Employees who do not make timely premium payments by the last day of the month are subject to have having their coverage cancelled.
5. Employees on LWOP do not accrue annual or sick leave.
6. Employees on LWOP will have their system access temporarily suspended. Upon their return to work, all applicable access will be reinstated.
7. All days, including legal holidays, in the interim period between the date LWOP commences and date the employee actually returns to work are without pay.

### Inclement Weather

1. When adverse weather conditions lead to a delayed opening and/or cancellation of classes or office hours (established by the Dean), information will be provided through the following sources:
  - a. An e-mail to all BCOM employees will be sent to each address on file
  - b. An alert will be sent via text message
  - c. A message will be posted on the College's website ([www.burrell.edu](http://www.burrell.edu))
2. It is the responsibility of every College employee to check the College's communications.
3. In the event of a College closure, employees who were scheduled to work that day will receive their normal pay, unless it is established prior to the closure, as a work from home day. This does not apply to temporary employees.

### Furlough

1. The involuntary placement of an employee on an unpaid leave of absence for a defined period due to lack of funds is a furlough. Placement of an employee on an unpaid leave at regularly

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scheduled periods due to lack of work (for example, during the summer) is generally not considered a furlough.

2. A furlough must be for at least one week and no more than three months in any 12-month period (running from the first day of the furlough). Hourly paid staff may be placed on furlough in one-day intervals. Other employees may be placed on furlough at a minimum of one-week intervals. Employees may not take accrued vacation time while on furlough. Affected employees must receive 8 weeks' notice (more notice is strongly encouraged for furloughs of one month or more). At the end of the furlough period, an employee must be restored to his or her regular position, hours or percent effort, and pay, unless the employee is laid off.
3. Employees on furlough will have their system access temporarily suspended. Upon their return to work, all applicable access will be reinstated.
- 4.

In very limited circumstances and with the prior approval of the President, exceptions to certain provisions in this section may be made (such as a shorter notice period or allowing vacation to be used during furlough). In such cases, the furlough letter must specify these exceptions.

### **6. Reports/Charts/Forms/Attachments/Cross References**

### **7. Maintenance**

Human Resources; to be reviewed every January.

### **8. Signature**

Approved by	4.2.2025
Department Head of Human Resources	Date

### **9. Distribution List**

Internal/External

### **10. Revision History**

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Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
4.29.2020	5	Addition of furlough information		4.29.2020
3/23/2022	5	Updated information regarding leave without pay.		3/23/2022
4/13/2022	5	Updated system access info. and inclement weather, WFH reference		4.21.2022
4/27/2023	5	Updated inclement weather notification		4/27/2023
8/23/24	5	Updated to include floating holiday		8/23/2024
4/2/2025	5	Updated to include alternate holiday and clarifying language to floating holiday, update language related to jury duty locale.		4/2/2025