

Temporary Policies Governing Pay and Use of Accruable Paid Leave for  
Hourly - and parttime hourly and salaried  
employees of the town of Hanover, New Hampshire, who are employed by the town of Hanover, New Hampshire, on or after June 27, 2020 (the "Effective Date"), use (draw down) an amount of accruable paid leave days equal to or exceeding the amount of vacation leave they accrue annually, subject to the conditions specified below, to draw down their accruable paid leave days for purposes of this policy and to be paid leave in FY 2020 for time taken in FY 2019 and to be paid leave in FY 2021 for time taken in FY 2020.

below.) The College may announce a discontinuance of the premium pay provisions of this paragraph in the event that the COVID-19 emergency ceases or other circumstances warrant prior to June 30, 2020.

- To the extent an hourly employee is scheduled to work fewer hours than their normal weekly schedule, or is not scheduled to work at all, during a given workweek, they will be required to use accruable paid leave as set forth in the **Required Accruable Paid Leave Draw-Down** section of this policy, below.
- If, in a given workweek, an employee's pay for hours actually worked, plus required accruable paid leave use, amounts to less than the employee's normal weekly pay, the College will "gross up" the employee's weekly hours to 100% of their normal weekly pay. This will be accomplished by paying the employee their normal wages for the difference between their normal weekly scheduled hours, on the one hand, and their actual hours worked plus required accruable paid leave use, on the other hand. When additional hours (not attributable to actual hours worked or accruable paid leave use) are paid for this purpose, they will be recorded as "COVID-19" hours. (See Example #2, below.)
- For the period this policy is effective, absences that would typically require the use of sick leave will not be charged against, and will not deplete, an employee's sick leave bank. Instead, time that is reported by employees as sick leave will be designated as "COVID-19" hours (irrespective of whether the absence is due to COVID-19, quarantining, or other qualifying reason).

### **Required Accruable Paid Leave Draw-Down**

- This section of this policy applies to all regular full- and part-time hourly employees, except:
  - Hourly employees required to work and actually working 100% or more of standard weekly hours (see Example #1 below)
  - Employees who, because of the nature of their work during the emergency, are specifically exempted by written authorization from the Division Vice President
- For purposes of this policy accruable paid leave consists of:
  - Vacation Leave (including both vacation accrued in FY2019 for use in FY2020 and vacation accrued in FY2020 for use in FY2021)
  - Floating Holiday Leave
  - Time Due leave
  - Personal Leave
  - Perfect Attendance Award Leave
- Hourly employees eligible for regular benefits who had completed 15 years of service as of July 1, 2019, and who work less than 100% of their standard weekly hours will be

**required** to use two days (pro-rated hourly based on standard weekly hours) of accruable paid leave during each workweek, or such lesser amount of accruable paid leave as is necessary for the employee to receive 100% of their standard weekly pay. (See [Example #3](#) and [Example #4](#), below.) With supervisor approval, employees with sufficient available accruable paid leave may take more than two days of accruable paid leave in any given week, so long as doing so will not result in more than 100% of standard weekly pay.

- Hourly employees eligible for regular benefits who had completed 7 years of service as of July 1, 2019, and who work less than 100% of their standard weekly hours will be **required** to use one or two days (pro-rated hourly based on standard weekly hours) of accruable paid leave during each workweek, or such lesser amount of accruable paid leave as is necessary for the employee to receive 100% of their standard weekly pay, but no less than 15 days within the April 12, 2020 to June 27, 2020 period. With supervisor approval, employees with sufficient available accruable paid leave may take more than two days of accruable paid leave in any given week, so long as doing so will not result in more than 100% of standard weekly pay.
- Hourly employees eligible for regular benefits who had not completed 7 years of service as of July 1, 2019, and who work less than 100% of their standard weekly hours will be **required** to use one day (pro-rated hourly based on standard weekly hours) of accruable paid leave during each workweek, or such lesser amount of accruable paid leave as is necessary for the employee to receive 100% of their standard weekly pay. With supervisor approval, employees with sufficient available accruable paid leave may take more than one day of accruable paid leave in any given week, so long as doing so will not result in more than 100% of standard weekly pay.
- Hourly employees working between 20 and 27 hours per week who had completed 5 years of service as of July 1, 2019, and who work less than 100% of their standard weekly hours, will be **required** to use one day (pro-rated hourly based on standard weekly hours) of accruable paid leave during each workweek, or such lesser amount of accruable paid leave as is necessary for the employee to receive 100% of their standard weekly pay.
- Hourly employees working between 20 and 27 hours per week who had not completed 5 years of service as of July 1, 2019, and who work less than 100% of their standard weekly hours, will be **required** to use one day (pro-rated hourly based on standard weekly hours) of accruable paid leave during every other workweek, or such lesser amount of accruable paid leave as is necessary for the employee to receive 100% of their standard weekly pay.
- With supervisor approval, employees with sufficient available accruable paid leave may take more than the days

- The College's usual policy that vacation leave accrued in one FY is not available for use

employees of the College remain in effect at all times, except to the extent they conflict with this policy while this policy is in effect.

- The College reserves the right to implement different or additional policies regarding the matters addressed in this temporary policy, including the required use and draw-down of accruable paid time off prior the end of FY2020, and is considering prospective changes to a pi -0 (n)11 (t a)602ci -0 (n-0 (n)Tto)2 ( a)1 6((t-1 2)60( c)-wt)-1e clicy

## **EXAMPLES**

### **Example #1**

Employee Z is a regular full-time hourly employee who is required to work and actually continues to work a full schedule on campus during the COVID-19 emergency. Her regular hourly rate is \$20/hour, but because she is scheduled to work on-campus shifts, she will be paid \$22/hour for those hours. By contrast, Employee Y is a regular full-time hourly employee who is required to work and actually continues to work a full schedule from home. He will be paid his regular hourly rate of \$20/hour, because he is not scheduled to work on campus. This is true even though Y comes to campus approximately once every two weeks for one or two hours at a time in order to scan paper records and get supplies needed for working at home.

Both Employee Z and Employee Y are required to work and actually continue to work 100% of

**Example #5**

Employee V, a full-time hourly employee, began working at Holy Cross on October 1, 2019. He elected not to work on all Floating Holidays and has not taken any vacation to date, and thus had 5 accrued vacation days available as of March 30, 2020. He will also continue to accrue vacation (at the rate of .83 days per month) for each of April, May, and June. Because V's 7.5 total days of vacation available through June 30 will not be enough to cover the 10 accruable paid leave days he is required to take under the Required Accruable Paid Leave Draw-Down policy, the College will advance him 2.5 additional vacation days. Thus, as of June 30, V will have "gone negative" on his vacation accrual by 2.5 days. He will need to accrue sufficient vacation in FY 2021 (beginning July 1, 2020) to erase this negative balance before accruing a "positive" vacation balance for future use.

**Example #6**

Employee V from Example 5 is working from home during the COVID-19 emergenn b6.1 avyybw 22.46 0 Td( )  
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