Temporary Policies Governing Pay and Use of Accruable Paid Leave for Salaried (Overtime-Exempt) Employees During COVID-19 Emergency Through End of FY2020

Purpose

This temporary policy sets forth revised pay and accrued paid leave policies to support the College's commitment to continue paying all regular full- and part-time hourly and salaried employees their normal amount of pay for each payroll cycle through June 30, 2020 and to safeguard the future financial health of the College.

All employees (except those specifically exempted) must, before the end of the fiscal year (June 30, 2020), 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 terms and conditions specified below. This means that salaried employees must use at least 20 accruable paid leave days before the end of the current fiscal year ("FY2020").

For purposes of this policy, accruable paid leave consists of: vacation leave (both vacation available for use in FY2020 and vacation accrued in FY2020 for use in FY2021); floating holiday leave; and time due leave.

During the period that this temporary policy is in effect, College's usual policy that vacation leave accrued in one FY is not available for use until the next FY is suspended. This means that the required accruable paid leave draw-downs will be applied to vacation accrued in both FY2019 and FY2020.

Scope

This policy generally applies to all regular full- and part-time salaried employees of the College, except that specific sections may not apply to certain departments or types of employees, where specified below. This policy does not apply to hourly employees, casual or temporary employees, or students employed by the College. This policy is effective through the last day of the final payroll cycle of FY 2020 (i.e., June 30, 2020, for salaried employees), unless the College announces otherwise.

Temporary Pay Policies for Salaried (Overtime-Exempt) Employees

- Consistent with the College's existing policies and applicable law, all salaried employees will continue to be paid 100% of their salary on a semi-monthly basis so long as they

employees will be required to use accruable paid leave as set forth in the Required Accruable Paid Leave Draw-Down section of this policy, 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 salaried employees, except 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

- Salaried employees will be required to use 20 accruable paid leave days before June 30, 2020 (an average of at least two days of accruable paid leave during each workweek). Salaried employees may choose which days will be accruable paid leave days, subject to supervisor approval, and must make express arrangements with their

minimum draw-down requirements and to ensure the employee receives 100% of pay. Employees who “go negative” will need to accrue sufficient vacation leave to cover any negative accrual balance before they have vacation leave available for use in FY2021. (See Example #2, below.) However, Human Resources may grant exceptions to this requirement so long as the employee requesting the exception will remain on track to eliminate their negative balance by June 30,