

# MENNONITE VILLAGE POLICY & PROCEDURE

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TITLE: Earned Leave

PROCEDURE NO: HR 700.03

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DATE: 01/2003

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## PURPOSE:

Mennonite Village provides Earned Leave (EL) for vacations, sick days, holidays, bereavement, and personal business to all qualifying employees. Earned leave must be requested in advance, if possible, and approved by the employee's department head or supervisor.

## POLICY:

### Accrual:

Earned leave is accrued by full-time, part-time and on-call employees. Temporary/Seasonal employees earn a minimum of 1 hour for every 30 hours worked up to 80 hr. maximum in a calendar year. Employees accrue EL during their first 90 days of employment, but may not use it until after this period, unless approved by area Administrator/Director. Earned leave is based upon paid hours up to 2,080 hours per year, excluding overtime. For home care employees, earned leave is earned only on regular hours, not on sleep/on-call hours. Earned leave is earned at the following rate:

Years Worked:	Regular hours worked to earn 1 hour of E.L.:	Hours of E.L per regular hours worked:
Hire Date to end of year 3	10.833	.09231
Start of Year 4 – end of Year 9	9.285	.1077
Start of Year 10 & over	7.647	.13077

### Guidelines:

Earned leave is subject to the following guidelines:

- Employees are encouraged to take at least one-half of their earned leave each calendar year;
- Requests for earned leave (unless for illness) should be put in writing and submitted to the department head or department designee as far in advance as possible to ensure continued service to the residents. In the event of conflicts, the department head will decide who has preference;
- Full-time employees should have enough hours in their Earned Leave bank to request personal time off. If they do not have the time to cover the requested days, they may not be approved.
- No more than 480 earned leave hours may be accumulated. Accrual will stop at 480 hours; no additional hours will be accrued or paid to the employee;
- Employees may not be paid for earned leave in lieu of taking time off, except as detailed in "Cash Out" on page 2 of this policy; All paid time off will be charged against the accrued earned leave time; and,
- Earned leave will not be used in computing overtime.

### Notification:

When used in case of an illness or emergency, an employee must notify his or her department manager at least one hour or more, as established by the department policy, before the start of the shift, and state

the specific reason for and the expected length of the unscheduled absence. Use of EL and notification of an employee's supervisor does not imply an approved absence. Employees who are scheduled to work and fail to do so may be subject to disciplinary action as detailed in the Attendance Policy. Personal time off must be scheduled in advance and consistent with departmental policy. The time off must be convenient to the department and to Mennonite Village and not compromise service to residents. The only exception may occur in case of illness or accident.

**Earned Leave Payment:**

Earned leave will be paid at the employee's regular straight time hourly rate. For employees who are regularly scheduled to work in jobs with different pay rates, EL will be paid at the rate for the hours they would have been schedule to work and are missing.

Earned leave will be paid on the normal payroll schedule except in the event of termination. Earned leave is paid for time employees would normally be at work. Earned Leave cannot be used as the two weeks or more notice when terminating employment.

**Employee Termination:**

When an employee leaves employment for termination, the employee will be paid for the EL balance that has been earned and not taken as of the end of the last day worked, provided they have successfully completed their 120 day trial period and provided and worked their 14 day notice period. The employee will be paid the rate of their primary position.

***Cash Out***

After completing the 120 day trial service period, employees are eligible to cash out their leave two specified times per year. For leave cash out, eligible employees are required to complete the Request for Earned Leave form indicating the amount of earned leave they would like to use. If the request is not received prior to payroll being processed the requested amount will be placed on the following payroll. An employee will be paid the rate of their primary position when requesting a cash out. It is important employees plan ahead and follow company policy. Full-time employees must leave a balance of 40 hours in their Earned Leave Bank and Variable employees must leave 20 hours in their Earned Leave Bank.

The two cash out periods are as follows:

**May/June:** Employees must submit a request for earned leave cash out by the end of May to be paid during a pay period in June depending on when the Earned Leave Request slip was submitted to payroll.

**November/Dec:** Employees must submit a request for earned leave cash out by the end of November to be paid during a pay period in December depending on when the Earned Leave Request slip was submitted to payroll.