GENERAL STATEMENT ON EMPLOYEE LEAVE BENEFITS

This section of the Employee Handbook describes various leave benefits provided by the School.

As changes are made in existing leave benefits or as new plans or policies are established, new or revised handbook pages will be distributed by the Business Office as soon as possible - usually before the policy goes into effect. However, the effective date of each new or revised policy or procedure will be the date determined by the Head of School, whether or not new handbook pages describing the changes have actually been issued.

Eligibility for leave benefits is not automatic. You have a responsibility to establish that you are eligible. If you have any questions about your eligibility for a particular leave benefit, you should direct them to a representative in the Business Office.

While it is the intent of the School to continue the leave benefits described in this section, it reserves the right to modify, amend, or terminate any leave benefit now in effect.

HOLIDAYS

Noble and Greenough holidays are:

- New Year’s Day
- Martin Luther King Day
- President’s Day
- Patriot’s Day
- Memorial Day
- 4th of July
- Labor Day
- Rosh Hashanah
- Columbus Day
- Veteran’s Day
- Thanksgiving
- Christmas

When a holiday falls on a weekend day, the school, at its discretion, may dictate an alternative day to recognize it.

When there is a declared half-day holiday, the school expects every employee to report to work for the half-day and they will be paid for the full day. However, if an employee chooses to take the day as vacation, sick, personal, or comp. time, they will be using an entire day of time.

Occasionally, additional time off during holiday time may be announced at the discretion of the School.

During some of the stated recognized holidays, it will be necessary for some areas to remain open. For those employees who must work, an alternative compensating day off will be given.

PERSONAL DAYS

The School provides full-time and year round part-time employees who work at least 17 1/2 hours per week two personal days per year, with pay, for medical appointments, funerals, parent-teacher conferences or other school activities related to their children. Personal days are not intended to be used as additional vacation time. Please try to arrange for your personal day in advance with your supervisor, and record it appropriately on your time record.
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Personal time off is based on a calendar year and cannot be accumulated. If you need additional time off without pay, see Leave of Absence.

TIME OFF-SICK LEAVE

The School provides a measure of protection against the worry and financial problems that may accompany illness.

Sick leave is to be used in the event that you have a bona fide illness or injury, have a physically disabling condition such as pregnancy, or to care for an ill member of your immediate family. Those included in the definition of immediate family are: spouse/partner, children, parents, parents-in-laws, or other relatives permanently residing in the employee’s home. You may also charge appointments with physicians or dentists to sick leave.

In the event you are unable to report to work because of illness, you should notify your supervisor as soon as possible prior to the start of your day.

Starting with the first full month of employment, full time employees and year round part-time employees who work at least 171⁄2 hours per week are entitled to paid sick leave accrual of ten (10) days per year, cumulative to a maximum of 180 days. Sick days are calculated on a calendar year basis and are based on your date of employment at the School.

In compliance with the Equal Employment Opportunity Commission guidelines, “disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery there from are, for all job-related purposes, temporary disabilities and should be treated as such under any health or temporary disability insurance or sick leave plan available in connection with employment.” This principle ensures that pregnant employees will be in no worse and no better position in regard to job-related practices and benefits than an employee similarly situated suffering from another disability.

The determination of the length of time an employee will require for leave because of pregnancy and childbirth is a medical decision between that woman and her physician, to be treated in the same way as other sick leave in compliance with the provisions of Massachusetts law.

In instances where Workers’ Compensation benefits are provided (i.e., on the job accident or job-caused sickness), your sick leave may be used to make up the difference between compensation payments made by the insurance carrier and your regular earnings. When a Workers’ Compensation payment is received from the insurance company, the check is endorsed to Noble and Greenough, and your sick leave account is credited by the value of the check in hours. The number of hours paid as sick leave will be the number of hours normally scheduled to be worked per day.

The School may require a certificate from your treating doctor, or may request an examination by another physician at the discretion of the supervisor or Business Office to be certain an employee can be assigned to a specific job without risk to the person or the School.
**EMPLOYEE LEAVE BENEFITS**

To Apply for Time off for Sickness

Notify your immediate supervisor of any anticipated absence prior to the start of the working shift. If you are unable to reach the supervisor, notify the Business Office. Failure to notify the supervisor in advance means the absence is unauthorized. Abuse of paid sick leave is grounds for disciplinary action.

**VACATION TIME**

Noble and Greenough School believes that the purpose of vacation leave is to provide a period of uninterrupted rest and relaxation for the improvement of the health and morale of its employees. For this reason, you are encouraged to take all of the vacation to which you are entitled and to take a substantial portion of it at one time.

Vacation time is based upon the amount of time you’ve been employed at Noble and Greenough and is provided as follows:

All regular full-time and year round part-time staff employees who work at least 171/2 hours per week:

**Length of Service/Accrual Interval**

First through 10th years:
1.5 weeks after each 6 months of service
(3 weeks)

Eleventh and subsequent years:
1 week after each 3 months of service
(4 weeks)

Vacation time is calculated on a calendar year and based on the day you began working at the School. Vacation pay is calculated based on the employee’s straight time pay rate in effect when the vacation is taken.

Employees who have satisfied the eligibility requirements should submit vacation requests to their supervisors as much in advance as possible. When two or more employees are seeking the same vacation time, the supervisor will take into account the length of time you’ve been with the School, as well as when the request was received.

An employee may only accumulate a maximum of two years vacation at the vacation rate for which he/she is eligible. Excess unused vacation will be eliminated after December 31 of each subsequent year.

**LEAVES OF ABSENCE**

An approved leave of absence is a period away from work during which you have the right to be reemployed in a position of comparable status and pay upon your return, provided such a position exists and you’re qualified to fill that position. Because your position needs to be filled while you’re on leave, it’s impossible for the School to guarantee you will return to your exact position at the end of your leave.

There are two types of leaves of absence: Paid Leave and Unpaid Leave:

**Paid Leave:**
(a) Jury Duty
(b) Military Reserve
(c) Accumulated Sick Leave
(d) Bereavement Leave
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Unpaid Leave:
(a) Military (called to active duty)
(b) Family and Medical Leave
(c) Small Necessities Leave

How to Apply:
To apply for a leave of absence, submit a written request to your supervisor, making your request as far in advance as possible. All requests will be reviewed for approval by your supervisor and the Business Office.

Paid Leaves

Paid leaves of absence are to cover those situations that arise over which you have little control. Length of service continues to accumulate during a paid leave of absence, and benefits are continued if arrangements are made with the Business Office. If your position must be covered while you are on a paid leave of absence, it will be filled with a temporary employee.

Jury Duty: The School encourages you to accept your civic responsibility if you are called for jury duty. Your status at the School will remain the same, and all benefits will be continued. The School will continue full regular pay provided you return the pay you receive from jury duty (excluding travel allowance) to the Business Office. Whenever you are released from jury duty for partial or full days, you are expected to report for work at the School.

Military Reserve: Time off for military reserve training duty may be taken as leave of absence with the following provisions: All full-time and year round part-time employees who are required to serve in a reserve unit of the National Guard for two-week training periods may take the time as a leave of absence with pay. Insured benefits will continue for the two-week training period. If you are a regular employee on Military Reserve Training Duty, you are expected to return to the School the full military pay, excluding travel allowance unless vacation time is used. If the time is charged to vacation time, military pay may be retained by you. You are required to give at least two weeks notice if you will need time off for military training duty. In the case of emergency duty and alerts, notify your supervisor immediately.

Sick Leave: See Time Off - Sickness

Bereavement Leave: If an employee wishes to take time off due to the death of an immediate family member, the employee should notify his or her supervisor immediately. Paid or unpaid time off will be granted to allow the employee to attend the funeral and make any necessary arrangements associated with the death. Up to three days of paid bereavement leave will be provided to full-time employees and year round part-time employees.

Bereavement pay is calculated based on the base pay that an employee would otherwise have earned had he or she worked on the day of the absence.

Approval of bereavement leave will occur in the absence of unusual operating requirements. Any employee may, with the supervisor’s approval use any available paid leave for additional time off as necessary.
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Immediate family includes the employee’s spouse/partner, parent, in-laws, child, sibling, spouse of sibling; the employee’s child’s spouse; grandparents or grandchildren, or other relative residing in the employee’s household.

Unpaid Leaves of Absence

Family and Medical Leave: The Family and Medical Leave Act of 1993 defines four types of leave categories during which an employee is entitled to up to 12 work weeks of leave during a 12 month period (calendar year):
• the employee’s newborn child (1st year of life)
• a child placed with the employee for adoption or foster care
• employee’s spouse, child, or parent with a serious health condition
• employee’s serious health condition that prevents performance of job functions

A full-time or year round part-time employee who has been employed for at least three (3) consecutive months is eligible to apply for a Family and Medical leave of absence.

Nobles has chosen to go beyond the letter of the Act to recognize and reinforce the importance of the family and its financial realities. The following outlines the program available to you.

In order to be considered for leave, the employee must submit a written request to the Head of School or Business Manager. Whenever possible, the request should be made 30 days in advance, giving the employee’s date of departure. The request must state the employee’s intention to return to work at the conclusion of the leave, and, in the case of a health related leave, must be accompanied by a letter from the employee’s physician verifying the disability and stating the anticipated period of time required for recovery.

The beginning and ending dates of the leave will be determined by the School in consultation with the employee and his/her physician. The School may periodically require a medical examination by a physician of its choice and/or otherwise verify the existence of a disability, the required period of recovery, the ability to return to work and any other related matter.

The School will continue to pay an employee on an approved leave for up to four (4) weeks plus an additional two (2) weeks at 1/4 pay. Leave in excess of six (6) weeks is unpaid. In addition, health benefits will be continued for up to 12 weeks, subject to the employee’s contribution.

Therefore, an employee who takes a leave of absence of up to four (4) weeks and then returns to work will continue to receive his/her salary as though he/she had worked the entire year.

A request for an extension of a leave must be made in writing to the Head of School or Business Manager at least one (1) week prior to the originally scheduled date of return from the leave. The School may require satisfactory evidence of continued need before considering the extension request.

When an employee is on disability leave of 12 weeks or less, they can generally...
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return to their former position or a position of comparable stature, pay, and benefits.

The School may require a teacher to extend leave to the end of the semester if they were to return within two to three weeks of the end of the semester.

An employee who fails to return to work at the end of a leave or of any extension granted will be considered to have resigned without notice and will be responsible for reimbursing medical premiums paid by the school during the leave period.

If your unpaid leave is for longer than 12 weeks, medical and disability coverage will automatically be canceled. Sick leave and vacation credits will not accrue during an unpaid leave. In order to continue your insured benefits during an unpaid leave of absence, the total premium must be paid by you in advance of the premium due date (meet with a representative in the Business Office for specifics). It is your responsibility to reapply for insurance when and if you return to work, with no waiting period.

Small Necessities Leave (SNL):

The Small Necessities Leave Act allows employees an additional 24 hours of leave during a 12 month period (calendar year) for family obligations such as:

1) to attend school activities related to their children;
2) to take children to medical or dental appointments; and
3) to take elderly relatives to medical or dental appointments or other professional services related to elder care.

In order to be eligible for SNL, all full-time and year round part-time employees must be employed for at least 3 consecutive months.

SNL is unpaid leave, so the employee may use their accrued paid vacation, personal, or sick time as part of the leave. The employee may take time off incrementally such as in hours or days.

Military (active duty):

Active Duty leaves of absence require that the employee provide notification of pending military service. There is no longer any differentiation between voluntary and involuntary service. An employee is not required to use earned vacation or similar leave days for military leave of absence. Military service will not be counted as time away from the employer for retirement purposes.

Upon return to employment, an employee will be reinstated with the seniority, status, and rate of pay they would have obtained had they remained continuously employed.