

I. POLICY

It is the policy of EVMS to provide employees with paid leave benefits that can be used for employee needs such as vacation, a personal or family illness, doctor's visits, during holidays, or other activities/life events. All paid leave benefits are provided a fiscal year (July 1 to June 30) basis, and are subject to the eligibility and utilization guidelines set forth in this policy.

II. VACATION

A. Eligible Employees. EVMS provides paid vacation time to eligible employees based on their classification as follows:

1. *Unclassified Employees and Faculty*. Unclassified employees and faculty will be credited with four weeks (160 hours) of vacation annually.

2. *Classified Salaried Employees*. Classified salaried employees will be credited with three weeks (120 hours) of vacation annually. Beginning with the completion of employee's fifth anniversary date, classified salaried employees will be credited with four weeks (160 hours) of vacation annually. Such amount will be prorated appropriately for the remainder of the fiscal year in which the change is made.

3. *Classified Hourly Employees*. Classified hourly employees will be credited with two weeks (80 hours) of vacation annually. Beginning with the completion of employee's fifth anniversary date, classified hourly employees will be credited with three weeks (120 hours) annually. Beginning with the completion of employee's tenth anniversary date, classified employees will be credited with four weeks (160 hours) annually. Such amount will be prorated appropriately for the remainder of the fiscal year in which the change is made.

4. *Part-time Regular Employees*. Part-time employees will be credited with vacation at half the above rates.

5. *Transient and Temporary Employees*. Transient and temporary employees receive no vacation.

B. Vacation Leave Accrual. Employees will be credited with accrued vacation time at the beginning of the first period of the fiscal year (July 1st). New employees will be credited with vacation time that is prorated from the beginning of the month hired to the end of the fiscal year, effective upon successful completion of their new employee trial period. On occasion unforeseen circumstances may require an employee to take time off in excess of the amount of vacation available

to the employee. Vacation approved in excess of hours available will be deducted from the following year's accrual at the time it is credited.

C. Change in Eligibility Status. When an employee's eligibility status changes, the employee will be credited or debited with the difference in vacation time prorated for the rest of the fiscal year. When an employee is in an unpaid status or on short-term disability the employee's vacation entitlement will not accrue. If a change in status leaves an employee with a negative vacation balance, this negative balance will be carried forward to the following fiscal year.

D. Use of Vacation Time. Vacations must be scheduled at a time mutually agreeable between the employee and his/her supervisor. Failure to obtain prior supervisory approval for vacation may result in the time taken being unpaid and in disciplinary action. In addition, use of vacation time is subject to the following:

1. If a paid holiday occurs during an employee's vacation, the holiday will not be charged against the employee's vacation time.

2. If an inclement weather event results in the closure of EVMS, the employee will still be charged vacation time.

3. If EVMS remains open during an inclement weather event, liberal leave may be implemented. Any employee concerned about their ability to travel to work safely may request vacation leave through their supervisor. As with any vacation leave request, the supervisor's approval is required. Residents assigned to non-EVMS facilities must follow the policies/procedures of their hosting facilities.

4. An employee who becomes sick or injured while on vacation cannot change their status from vacation to sick leave until the scheduled/approved vacation time has been used

5. An employee may utilize a maximum of forty (40) hours from the following year's accrual (20 hours for part-time employees) if they have over one year of service. Approval for use of the following year's accrual must be obtained, from the department head and forwarded to Human Resources for final approval.

6. The maximum amount of vacation time that can be taken at one time may not exceed 80 hours (40 hours for part-time employees) unless approved by the department head.

7. All vacation time used must be recorded in the EVMS Time and Attendance System except for employees in the following executive level positions: President, Provost, Dean, Vice President, Vice Dean, Vice Provost, and Chair.

E. Vacation Carryover. Employees may carry over vacation time from the end of one fiscal year (June 30th) to the beginning of the next fiscal year (July 1st) in the following amounts, provided that an employee's used vacation time has been accurately recorded in EVMS Time and Attendance System:

1. Full-time classified and unclassified employees and faculty may carry over up to 80 hours.
2. Part-time employees may carry over up to 40 hours.

F. Termination. No vacation time will be paid out upon termination. To be eligible for severance pay, no vacation time may be taken during the notice period. If an employee terminates with a negative vacation balance, any severance pay to the employee, if applicable, will be reduced by that amount.

III. SICK LEAVE

A. Eligible Employees and Sick Leave Accrual. Eligible employees accrue sick leave during each full pay period worked as indicated below.

1. Sick leave may be accrued up to a maximum of six months (1,040 hours) for full-time employees and 520 hours for part-time employees.
2. Full-time employees earn three weeks (120 hours) per year.
3. Full-time salaried employees and faculty accrue sick leave at 10 hours per monthly pay period.
4. Full-time hourly employees accrue sick leave at 4.62 hours per biweekly pay period.
5. All eligible part-time employees accrue at half the above rates.
6. Transient and temporary employees are not eligible for sick leave.
7. Sick leave is not accrued while an employee is in an unpaid status.
8. New employees accrue sick leave, but may not use it until successful completion of their new employee trial period.

B. Use of Sick Leave.

1. Accrued sick leave may be used for illness, injury, medical and dental treatment, for the employee, the employee's spouse (husband or wife), the employee's dependent child (biological, adopted, foster child, stepchild, legal ward or a child of person standing in loco parentis, who is under 18 or over 18 but incapable of self-care due to a mental or physical disability), the employee's or spouse's parent/step-parent. An employee may utilize 3 days of accrued sick leave if they or their spouse adopts a child or if their spouse gives birth to a child. Employees on Family and Medical leave will be eligible to take more accrued sick leave for the birth or adoption of a child.

2. Employees are required to inform their supervisor prior to or at the beginning of their shift each day that they will be out on sick leave and must follow departmental procedures regarding notice and approval when using sick leave. Medical appointments or other foreseeable medical issues shall be pre-scheduled as far in advance as possible and approved by the department supervisor. Use of accrued sick leave is subject to the Attendance policy.

3. Supervisors have the discretion to request a doctor's note to verify any absence due to illness. For absences of three or more days due to illness a doctor's note will be required. An employee's use of accrued sick leave may be denied if the employee fails to comply with a request for verification.

4. A physician's note may be required prior to an employee returning to work in the following situations: a) five or more consecutive work days of absence due to illness; or b) absence is due to a work-related injury and the employee has been unable to work after the time of the injury.

5. All sick leave must be entered in Time and Attendance or the employee's biweekly timecard, whichever is applicable.

6. For any leave that qualifies as Family and Medical Leave employees will be required to utilize any accrued sick leave concurrently with the Family and Medical Leave. Sick leave may not be used in conjunction with benefits provided under workers' compensation. (See Family and Medical Leave Act policy to determine if leave qualifies for FMLA).

C. Termination. All accrued sick leave will be forfeit upon termination. To be eligible for severance pay, sick leave may not be taken during the required resignation notice period.

IV. BEREAVEMENT LEAVE

A. Eligible Employees. Full-time and part-time employees are eligible for bereavement leave for the death of an immediate family member as defined below.

B. Benefit and Use. Full-time employees may take five (5) days of paid bereavement leave (20 hours for part-time employees) for the purposes of attending funerals, memorial services, and/or discharging responsibilities related to the death of an immediate family member defined as a spouse, parent (including step-parent or legal guardian), or child (including legal ward). Three days of paid bereavement leave (12 hours for part-time employees) may be taken for a grandparent, sibling, grandchild, and parent in law. The employee must notify his/her supervisor as soon as possible, in writing, of the need to use bereavement leave and the employee's relationship to the deceased. Any time needed in excess of these amounts will be considered vacation and subject to the conditions set forth in Section II above.

V. HOLIDAY LEAVE

A. Benefit and Eligibility.

1. EVMS provides paid holidays for employees beginning the first day of employment in accordance with the holiday schedule posted on the EVMS Human Resources website. The holiday schedule is subject to change upon action of the President of EVMS or his/her designee.

2. The Floating Holiday allows an employee to choose a day of paid leave and may only be taken with supervisory approval. All employees hired after September 30th will not be eligible for the floating holiday until the next calendar year.

B. Use. Employees are not required to enter holiday leave time into the Time and Attendance system to utilize paid holiday leave benefits. Employees will automatically be reimbursed for the day or, in the case of hourly employees, for the number of regular hours the employee was scheduled to work.

VI. EMERGENCY LEAVE

In the event of an emergency, as determined by EVMS leadership, EVMS may implement a temporary emergency leave policy allowing the use of all or certain types of paid leave when Remote Work, as defined and described in the Telework and Remote Work Policy, is not applicable. When the emergency leave policy is in effect, approval by the employee's supervisor is required. Residents assigned to non-EVMS facilities must follow the policies/procedures of their hosting facilities.