

ADMINISTRATIVE POLICY

TIME OFF PROGRAMS

This policy pertains to employees.

At Fox Valley Technical College, we recognize the value of time away from work. As part of our Total Rewards Philosophy, our time off programs are designed to promote employee well-being, support work-life balance, and provide flexibility for personal, family, and civic responsibilities. These programs are guided by clear policies and eligibility criteria to ensure fair and equitable access for all employees.

Paid Time Off (PTO)

Paid Time Off (PTO) is an important part of the College's total rewards package. PTO is provided for regular and limited term (6+ months) staff (non-exempt support staff and exempt management) and Student Services Faculty. For any employee eligible for PTO, if the employee has had a break in service of six (6) months or less, the employment period before the break in service as a regular employee will be considered for PTO calculation.

Eligible employees accrue Paid Time Off (PTO) per bi-weekly pay period. Employees may accrue PTO year-over-year, subject to a maximum accrual cap as indicated in the chart below. Employees may also borrow PTO up to the maximum indicated in the chart below. The per-pay-period accrual rate will adjust in the pay period that includes the employee's anniversary date, in accordance with the chart below.

Years of Service	Annual PTO Accrual	Per Pay Period Accrual Amount	Max to Borrow (1/3 of Annual Accrual)	Max to Accrue (150% of Annual Accrual)
0-2 years	120 hours / 15 days	4.62 hours	40 hours	180 hours / 22.5 days
3-4 years	144 hours / 18 days	5.54 hours	48 hours	216 hours / 27 days
5-9 years	176 hours / 22 days	6.77 hours	60 hours	264 hours / 33 days
10+ years	200 hours / 25 days	7.70 hours	68 hours	300 hours / 37.5 days

The information listed above is for full-time staff (40 hours per week, 52 weeks per year); Student Services Faculty with a 50-week contract follow the schedule for 10+ years of service. Time is prorated for all eligible part-time employees.

PTO may only be used to cover time off up to the number of hours the employee is regularly scheduled to work in a given week. It cannot be used to exceed the employee's normal weekly schedule.

Use of PTO Before Unpaid Time

Employees are required to use any available PTO balance before requesting unpaid time off. Unpaid leave will only be granted once all accrued PTO has been exhausted, unless otherwise required by law or approved as an exception by the Executive Team leader.

Use of PTO During FMLA and Extended Leaves

Employees may use accrued PTO while on approved Family and Medical Leave Act (FMLA) leave, in accordance with college policy and state and federal law. Employees must follow standard leave request procedures and coordinate with Human Resources to ensure compliance with PTO and FMLA policies.

Requesting Time Off

An employee's PTO request shall be submitted and approved or not approved by their immediate manager in the HR System. PTO shall be granted based on the employee's request and the needs of the department or division. The operational needs of a department or division will determine the number of employees who can be off at a given time during the year. PTO should provide pay for the hours missed up to the employee's total regularly scheduled hours during the employee's regular work week. Employees are encouraged to check with their manager regarding any department-specific expectations for discussing time off before submitting a request in the system.

Employment Changes

Employees who begin or end a position eligible for PTO during the fiscal year will accrue PTO during the period in an eligible position. Upon termination, any earned but unused PTO will be paid out in the final paycheck. Any borrowed but unearned PTO at the time of termination will be deducted from the final paycheck(s).

Sick Time

Fox Valley Technical College grants paid sick time to regular employees to be used when they are unable to work due to:

- Health and medical-related leave – Illness or injury to themselves or a close family member, including medical appointments that cannot be scheduled outside of regular work hours.
- Violence, safety, and emergency-related leave – Seeking medical attention, legal assistance, or other necessary services related to domestic violence, sexual assault, abuse, or mandatory evacuations due to safety concerns.
- Family and dependent-related leave – Additional time beyond bereavement for grieving or handling death-related legal matters, the closure of a child's school or place of care, or attending school-related meetings necessary for a child's well-being.

There may be other situations arising on an individual basis wherein it would appear appropriate to use sick time. A member of the Benefits team should be consulted when these situations arise.

An employee is required to notify the appropriate department contact based on the department's notification protocol. If an employee is off for more than two (2) days, the employee shall keep Human Resources and their immediate manager informed of their condition and provide their anticipated return to work date. Sick time is accumulated as follows:

Employee Category	Amount of Sick Time
Full-time exempt management and non-exempt support staff and Faculty > 38 weeks	12 days on the first day of the fiscal year
Full-time faculty with a 38-week contract	10 days at the start of the fiscal year
Part-time employees	Prorated based upon FTE percentage

- Sick time provides pay for hours missed, up to the employee's total regularly scheduled hours during their regular work week. Sick time may not be used to exceed the employee's normal weekly schedule.
- Employees hired after the start of the fiscal year will receive a prorated sick time allotment based on their start date and the applicable accrual table.
- Unused sick time may be carried over from one fiscal year to the next, up to a maximum balance of 90 days.
- Accrued sick time is forfeited upon retirement, termination, or resignation.
- Sick Time runs concurrently with any approved State or Federal Paid Sick Leave or leave of absence.

Sick Time Pool

Fox Valley Technical College provides a Sick Time Pool to minimize or eliminate the loss of earnings until an employee qualifies for long-term disability benefits. Sick Time Pool benefits are available to regular employees.

The Sick Time Pool has a maximum of 125 days per fiscal year. The maximum amount of time an individual can use from the Sick Time Pool over the course of their employment with the College is 30 days. Rehired employees will not receive a new allocation of days from the Sick Time Pool. To be granted days from the Sick Time Pool, an employee must have been absent for at least the preceding 10 days of work and must exhaust personal accumulated sick time. Faculty must also exhaust Emergency Leave, when eligible for use. In addition, for those employees who earn PTO, before an employee can be granted days from the Sick Time Pool, they must utilize at least half of the PTO they have earned.

Sick Time Pool days are not available for situations covered by workers' compensation or Family and Medical Leave Act situations other than personal illness or injury. Human Resources will work with individuals who are on medical leave.

Emergency Leave

Emergency leave is available to regular faculty not part of Student Services. This is separate from sick leave and is to be used for bereavement not covered by bereavement leave, serious illness of a family member, other emergencies of a personal nature, or when District facilities are closed due to inclement weather or other emergencies and remote work is not possible.

Eligible employees can take up to six (6) paid days of Emergency Leave per calendar year. Employees cannot carry over any unused Emergency Leave from one year to the next. Any unused Emergency Leave is forfeited upon separation of employment. For part-time employees, this leave is prorated.

Holidays

There are ten (10) paid holidays for regular benefit eligible employees who work year-round (12 months/52 weeks per year). The number of faculty paid holidays depend on the contract length; they are indicated on the operating calendar.

Paid Holidays	
New Year's Holiday (2)	Labor Day
Spring Holiday	Thanksgiving Day
Memorial Day	Day Following Thanksgiving Day
Independence Day	Winter Holiday (2)

Normally, if a paid holiday falls on a Saturday, the previous Friday shall be considered the holiday. If a paid holiday falls on a Sunday, the following Monday shall be considered a holiday. The holidays may be adjusted to best fit the academic calendar.

Holidays shall be paid at eight (8) hours per day for full-time employees. Full-time staff who typically work a four-day workweek must coordinate with their manager to establish a work schedule for the week in which a holiday occurs.

Part-time staff shall receive prorated holiday pay. For each holiday, they shall be paid their regular hourly rate for the standard hours assigned per day during a normal five (5) day workweek. This is paid regardless of whether the part-time staff was scheduled to work on that day of the week on which the holiday falls during a normal workweek. If the part-time staff does not work year-round (e.g. does not work in the summer), the staff will not be paid for a holiday that falls during a time the person is not on campus.

Non-exempt staff scheduled to work on a holiday shall receive time and one-half for all hours worked in addition to the holiday pay.

Bereavement Time

Fox Valley Technical College recognizes that a time of bereavement is a very difficult time, which is why we make every effort to ensure employees are able to attend to family matters. We understand the definition of family may vary which means each situation may be reviewed on a case-by-case basis by the manager. For part-time employees, this leave is pro-rated. Full-time employees will be granted the following leave options:

- Immediate Family: four (4) days with pay in each case of death of a spouse, child, parent, sibling, step-child, step-brother, step-sister, step-father, step-mother, or person residing with the employee.
- Extended Family: two (2) days with pay in each case of the death of the employee's mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, aunt, uncle, grandmother, grandfather, or grandchild.
- Relative: one (1) day with pay in each case of the death of a relative (including step relatives) who is not listed in either of the previous categories.

Jury Duty

FVTC recognizes jury duty is a civic responsibility. Upon receipt of notification from the state or federal courts of an obligation to serve on a jury, the employee should notify their manager.

Regular employees who serve on a jury will be paid their normal rate of pay while serving as a juror. Your regular hours should be recorded in the HR System as Jury Duty, and documentation of the jury summons and/or proof of service must be uploaded with the Jury Duty time off request.

Winter/Summer Recess

The College has a winter recess that occurs around the Christmas Eve to New Year's period and a summer recess that occurs the week of Independence Day. The dates for a given year will be announced no later than August 30 of each year for the following fiscal year.

Regular exempt (management) staff will automatically receive pay for the recess period. Regular non-exempt (support) staff must record the recess period in the HR System in order to receive pay.

There may be times where Non-Exempt Support Staff may need to work during the recess period due to extenuating circumstances or business need. Time worked during the recess period must be approved in advance by the Executive leader for the area. If the Executive Leader has approved work during the recess period, time worked must be recorded and recess time off would be recorded for the time not worked up to your weekly schedule. The missed recess time (the time which you worked) can be utilized on a different day to be mutually agreed upon with the supervisor prior to the next recess period.

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