

GLOSSARY OF ABSENCE TYPES

VACATION LEAVE

Vacation Leave is an authorized paid absence from work that employees accrue as a result of their employment at Boston University. Vacation time off must be requested at least two weeks before you wish to take the time off.

Example: If your current balance is 40 vacation hours you can apply for up to 40 vacation hours of paid vacation. Accruals will be posted on the last day of the month and can be used starting with the following month.

PERSONAL LEAVE

Personal Days: *Exempt employees are not eligible for personal days with the exception of certain populations. Please refer to the employee handbook to determine eligibility.* Personal days provide employees with authorized paid absences from work for the purpose of attending to personal business and emergency situations. Personal time must be requested at least 24 hours before you wish to take the time off. One-half (1/2) day is the minimum amount of time off that can be taken and charged to Personal Day absences.

Example: If you are a teacher at the BU Academy and your current balance allows for you take a personal day, you may apply for a personal day.

SICK LEAVE

Sick Leave provides employees with an authorized paid absence from work for medical care, personal illness or injury, or the care of an ill member of the employee's immediate family. Immediate family members are the employee's spouse, parents, parents-in-law, grandparents, brothers, sisters, and children.

- **Sick Leave (Approved)** is sick leave that you are eligible to be paid for and has been approved by a manager.

Example: If you feel unwell or have a doctor's appointment, and you have accrued sick time in your remaining time balance, you may apply for less than or equal to the hours of paid sick time you are eligible for.

- **Sick Leave (Unpaid)** is sick leave that you cannot be paid for because you have used up all the paid sick time you are eligible for.

Example: You have used up accrued sick time and do not have any paid sick time remaining. You feel unwell and are unable to attend work. You may apply for unpaid sick time in this situation. After 3 days of continuous absence, medical evidence of your continued illness must be provided and that time, you may also apply for FMLA (Family Medical Leave Act) leave. Please contact your HRC to understand eligibility.

Borrowed Sick Time is another option available to union represented non-exempt employees. Please contact your HR Consultant for further details.

FAMILY AND MEDICAL LEAVE (FMLA)

The Family and Medical Leave Act allows eligible employees to take a period of up to twelve weeks in a twelve month period of job protected leave under specific qualifying events:

Example:

- birth or care of a well newborn child or adoption of a child less than eighteen (18) years of age (unless a person over eighteen (18) is incapable of self care) or foster care placement of child with the employee;
- employee's own serious health condition; or
- care of a family member with a serious health condition

SYMPATHY LEAVE (BEREAVEMENT)

Sympathy Leave is an authorized paid absence from work granted when a death occurs in an employee's immediate family. Immediate family members are the employee's spouse, parents, parents-in-law, sons-in-law, daughters-in-law, grandparents, grandchildren, brothers, sisters, children, and members of the same household. Employees are allowed up to 3 days of paid Sympathy Leave.

Example: A member of your immediate family as described in above paragraph passes away. You may apply for sympathy leave (bereavement).

JURY DUTY LEAVE

Jury Duty Leave is an authorized paid absence from work that enables University employees to complete compulsory jury duty service in an established federal or state court without sustaining financial loss.

Example: A court of law orders you to appear for one or more days of Jury duty. You may apply for Jury Duty leave and submit necessary documentation.

MILITARY LEAVE

Military Leave is an authorized absence from work that enables employees to fulfill military obligations as members of the United States Armed Forces (including National or State Guard) in accordance with the provisions of applicable federal and state laws.

Example: You are called to Active Duty by the National Guard or other division of the armed forces of the United States for one or more days. You may apply for Military Leave.

COMP TIME

Compensatory Time (Comp Time) is an authorized paid absence from work which eligible employees earn for hours worked on observed holidays, Intersession days, or during emergency closings at the University. There are two types of Comp Time: "Comp Time Earned" and "Comp Time". Exempt employees need to apply for "Comp Time Earned" using the Time Off Request function in Employee Self Service (ESS). Once the manager approves the request, they can apply for a day off in the future using the "Comp Time" option. Non-exempt employees who work on a holiday, during Intersession days or after a university declared emergency need to enter appropriate hours worked with the designated comp time code "01" (found in the OC column) on their timesheets.

Example: If you are an exempt employee, when you are requested to work on a holiday or during a declared University closing (such as a snow storm), you earn the equivalent time off. For example, if you worked on the Memorial Day holiday, you can apply for Comp Time Earned. If your manager approves it, you may use it for taking any following day off, using the "Comp Time" option.

Librarians who work on a declared University Emergency closing must apply for Comp Time EC (Comp Time Emergency Closing) option. Consult Employee Handbook for further details.

UNPAID TIME OFF

Unpaid Time Off is an authorized absence from work, without pay, for ten (10) consecutive workdays or less, which may be granted for medical or personal reasons. To be eligible, an employee must have exhausted his or her available vacation, sick, personal and comp hours.

Example: You have to visit a relative because he/she is unwell and do not have any remaining paid time off available.

FLOATING HOLIDAY

For full-time exempt employees, if a holiday falls on a day you are not scheduled to work you are entitled to a paid Floating Holiday.

Example: If your work schedule is Monday to Thursday and a holiday falls on Friday, the SAP system will generate a Floating Holiday for you. The Floating Holiday expires in 30 days from the date of the holiday for exempt employees. Collective bargaining agreement determines the rules for unionized non-exempt employees. *Please contact your union representative for further details.*