

GOOD SAMARITAN COLLEGE OF NURSING AND HEALTH SCIENCE
CINCINNATI, OHIO

POLICY TITLE: EMPLOYEE TIME OFF

Paid Time Off is accrued and taken according to hospital policy.

Paid Time Off is granted according to the needs of the College and the responsibilities of each faculty member. Job positions that are directly related to the presence of students in the College in order to perform their primary job functions and responsibilities shall not ordinarily be scheduled for vacation during the time classes are in session or when a faculty member is teaching. Positions that have year round responsibilities may schedule General Time Bank any time in the year. These positions are also requested to schedule time off coinciding with the academic calendar as well. Single day time off may be taken when advance arrangements are made to cover the individual's responsibilities. Seventy-two hours notice is requested.

Holiday time is considered General Time Bank and will be taken on the designated holiday as determined by the hospital for all full-time employees. Part-time employees have the choice of number of GTB hours to be taken for the holiday, or working around the holiday. Holidays that are observed by the hospital include New Years Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. Additional days, as determined by the President of Good Samaritan College of Nursing and Health Science will be designated and can be taken with pay. If classes are canceled, but it is not a legal holiday, the employee has the option to work that day or take General Time Bank (if accrued).

Requests for time off without pay, when GTB is available, are granted according to the needs of the school and the responsibilities of the faculty member and must have President's approval.

Time off for illness is taken according to hospital policy.

Procedure:

- A. General Time Bank
 1. Employee completes Request for Time Off form and submits it to his/her immediate supervisor.
 - a. If not approved, request is returned to employee.
 - b. If approved, request is routed to Administrative Secretary responsible for payroll and GTB is deducted from employee bank.
 2. If department is shut down and it is a legal holiday, full-time employees must take GTB/part-time employees may work an alternate day or take GTB (see procedure for GTB).

B. Time Off - Phone Request

1. If employee is ill, manager and department secretary are notified and payroll deductions are made accordingly. Employee should follow up with Request For Time Off.
2. If employee is requesting time off, manager is contacted.
 - a. If not approved, employee works usual schedule.
 - b. If approved, Administrative Secretary is notified and GTB is deducted from bank (if accrued).

Time Off During Summer (10 Month Faculty and Professional Staff)

Employee fills out Request for Time Off form, signs it and submits it to Administrative Secretary and unpaid time is coded appropriately.

Approved By: _____ Date: 6/30/2005

Effective Date, 7/1/05

Review/Revision Dates: 2/00, 11/01, 6/05

Responsible Committee: Administrative Group