

 GOOD SAMARITAN COLLEGE OF NURSING AND HEALTH SCIENCE	Policy Title: Employee Time Off
Purpose of Policy:	To provide guidance to GSC employees about taking time off
Scope:	All College Personnel
Committee(s) Responsible:	Administrative Group
Location of Policy:	F:Infonet\Policies, Web Site: www.gscollege.edu
Attachments:	None
Forms Location:	G:\Shared\Working Folders\1 Working Infonet\College Information & Forms
Date Approved by Committee:	04/28/2015
Prior Revision Dates:	12/2007, 08/2014
Date Policy Effective:	07/01/2015
Final President Approval:	

Paid Time Off (PTO) includes vacation, personal, sick, and short-term disability and is accrued and generally taken according to TriHealth policy.

PTO is granted according to the needs of the College and the responsibilities of each employee. 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 PTO during the time classes are in session. Positions that have year round responsibilities may schedule PTO any time in the year, except for teaching faculty. 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 and at the discretion of the immediate supervisor. Seventy-two hours' notice is requested.

Employees will receive Holiday pay on the designated holiday as determined by the hospital. Holidays that are observed by the hospital include New Year's 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 PTO (if accrued).

Requests for time off without pay, when PTO is available, are generally not allowed except for extenuating circumstances and granted according to the needs of the college and the responsibilities of the employee and must have a Dean's approval.

Procedure:

Paid Time Off

Employee completes Request for Time Off form and submits it to his/her immediate supervisor. If not approved, request is returned to employee. If approved, request is routed to the President's Administrative Assistant responsible for payroll. If the college

is closed and it is not a legal holiday, full-time employees must take PTO. Part-time employees may work an alternate day or take PTO, if accrued. When it is not possible for the employee to complete the Request for Time Off form, the President or immediate supervisor, and the President's Administrative Assistant are notified by email or voice message. All other work related notifications should be made. Employee should follow up with Request for Time Off form. If request for PTO is not approved by their supervisor, employee works usual schedule. If request for PTO is approved, it will be deducted from bank (if accrued).

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

Employee completes Summer Pay Plan and submits it to the President's Administrative Assistant and unpaid time is coded accordingly. Generally speaking, negative vacation is not allowed.