

**CAROLINAS COLLEGE OF HEALTH SCIENCES  
POLICY AND PROCEDURE**

Section IV - Personnel

**SUBJECT:** TIME OFF BENEFITS

**REVIEWER(S):** President

**Related Policies to Consult:**

CCHS Policy: [Inclement Weather Staffing and Emergency Event Staffing, Sec. I](#)

CHS Policy: [HR 3.05 Paid Time Off Benefits](#)

**I. POLICY**

The college believes that health and effectiveness are enhanced by adequate work/life balance. For that reason, the college provides time off benefits, both paid and unpaid. Time off benefits may include vacation time, sick days, bereavement days, maternity leave, education leave, community benefit time, preventive health time, etc. The procedures below establish an orderly and equitable process for awarding time off benefits,

**II. Procedure**

A. The majority of policies, procedures, and questions related to time off benefits are addressed in Carolinas HealthCare System human resource policy 3.05 (Paid Time Off), to which the College fully subscribes. Exceptional situations, or those unique to a college environment, are identified and explained below. Additional questions may be referred to college managers and leaders or to the college's HR liaisons.

B. Paid Time Off (PTO) Benefits.

Scheduling PTO

Exempt faculty may use absent time in lieu of PTO when PTO hours are available. Exempt faculty may be advanced PTO by their supervisor in the event the college is closed for a scheduled day or emergency event other than inclement weather and PTO is not available. PTO will be approved by the supervisor in accordance with the needs of the college.

Holidays:

The college will be closed on the following holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. These are official CHS holidays and they are also recognized by the college. On official CHS holidays, all college personnel must take PTO time if accrued PTO time is available. With manager's approval, PTO may be advanced to exempt personnel if no PTO is available. Exempt faculty may use absent time if desired.

College Closed Days:

Besides CHS holidays, the college may be closed additional days or on an alternate day to observe the holiday as published in the catalog and the college calendar. A CCHS holiday is defined as a day the college is closed and no classes are held. On CCHS holidays (days other than official CHS holidays -listed above) employees will follow the following time-reporting guidelines:

- Exempt staff members - (non-faculty) will report PTO. If accrued PTO is not available, the department manager may arrange for PTO hours to be advanced. Exempt staff members may work on these days with prior manager approval.
- Exempt faculty members - may report PTO or absent time. If the faculty member prefers to report PTO time and accrued PTO is not available, the program manager

may arrange for PTO hours to be advanced. Exempt staff members may work on these days with prior manager approval.

- Non-exempt staff members - will report PTO. PTO may not be advanced. If accrued PTO is not available, absent time may be reported. In rare cases, a manager may approve on site work on these days for non-exempt staff.

No Classes Days:

On days scheduled as "No Classes," when the college is open but no classes are scheduled (i.e., spring break), personnel who are needed to maintain college operations will be scheduled to work as appropriate by department managers and program leaders. Those who are not scheduled should report PTO. Exempt faculty may instead report absent time if desired; non-exempt staff may report absent time if no PTO is available. PTO may not be advanced to exempt staff or faculty members for these non-holiday days.

- C. The Time Off Benefits policy and procedure will be reviewed bi-annually.

**II. APPROVAL**

Name: \_\_\_\_\_ Title: President Date: \_\_\_\_\_