



# Paid Leave and Time Away

Employees' Guide to Caltech

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## Paid Leave and Time Away from the Institute

### Holidays

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PM 15-1

The Institute has 12 paid holidays each year:

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas
- Personal Holiday
- 2 floating holidays designated by the Institute

When a holiday falls on a Sunday, the following Monday is observed; when it falls on a Saturday, it is observed on the preceding Friday.

Holiday pay for full-time employees is based on regularly scheduled straight-time hours (not to exceed eight hours), including a shift premium where applicable. Holiday pay for employees working between 20 and 40 hours per week will be only for the number of hours scheduled on the day the holiday is observed.

### Jury/Witness Duty

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PM 15-4, x5740

Leave with pay is authorized for eligible employees called to jury duty or subpoenaed as witnesses. For information or assistance, contact your supervisor or Leave Administration of Human Resources as soon as you receive the jury questionnaire or jury summons.

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### **Military Training Annual Leave**

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**Disability & Leave Administration Unit, x8382/5740  
PM 15-7**

Employees other than those classified as temporary or occasional are eligible for military training leave and for active duty military leave.

If you are a member of the United States Armed Forces Reserve, including the California or U.S. National Guard, the Coast Guard, Corps of the Public Health Service, and other persons designated by law, you are eligible to take time off to participate in military training.

### **Sick Leave**

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**Disability & Leave Administration Unit x8382/5740  
PM 15-3**

It is the Institute's policy, by means of accrued sick leave, to continue payment to eligible employees when they are absent from work due to illness or injury. Eligible employees are those who work 20 or more hours per week. Employees hired on an occasional basis, temporary employees of less than four months, and part-time employees on a schedule of less than 20 hours per week are not eligible for, nor do they earn, sick-leave benefits.

A benefit-based employee begins accruing sick leave upon employment. You accrue sick leave on the basis of one day per month if you are a full-time employee. (For eligible employees working between 20 to 40 hours per week, accrual is prorated.) You may accrue sick leave up to a maximum of 960 hours.

Ten days per year of an employee's total accrued sick leave may be used when there is an illness in the employee's immediate family. Employees may use an additional ten days of sick leave per year to care for a seriously ill family member, as defined by the Family Care & Medical Leave Policy (PM 26). To qualify for the additional ten days, the employee must provide a leave request form and medical certification to the Disability and Leave Administration Unit.



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The sick-leave benefit is intended to protect earnings and is not an entitlement. Accrued sick-leave benefits are not payable upon termination.

Your sick-leave benefits are integrated with any workers' compensation and state disability insurance payments you may be entitled to receive.

Employees should not assume that absenteeism is permissible merely because they have sufficient sick-leave benefits available to cover all or a portion of their time off. Absenteeism that is determined to be excessive, considering the particular circumstances, may lead to disciplinary action up to and including termination.

## Vacation

**Disability & Leave Administration Unit, x8382/5740 PM 15-2**

The vacation policy of the Institute has been established so that all regular employees, for the good of their health and in the interest of efficiency, can be away from their jobs at least once a year for rest and relaxation for periods of time commensurate with their vacation eligibility.

Vacation is accrued by regular employees working at least 20 hours per week, and is prorated for employees working between 20 and 40 hours per week. A benefit-based employee begins accruing vacation upon employment; however, in scheduling the use of accrued vacation time, the operation of the department will be taken into consideration. Exempt and non-exempt employees working a schedule of 40 hours per week will earn vacation on the following basis:

<b>Years of Employment</b>	<b>Vacation Days Per Year</b>	
Up through 4 years	15 days	(1-1/4 day/month)
5 through 9 years	18 days	(1-1/2 days/month)
10 years and over <i>and</i> all Key Staff employees from date of hire or upon meeting Key Staff criteria as designated under the Institute's retirement plan	21 days	(1-3/4 days/month)

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Vacation may be accrued up to a maximum of 320 hours. Further accrual will then cease until the hours have been reduced to less than 320 hours. Any unused vacation hours will be paid at termination.

Employees hired on an occasional basis, temporary employees on assignments of less than four months, and part-time employees on a schedule of less than 20 hours per week are not eligible for, nor do they earn, vacation benefits.

## **Bereavement Leave**

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**Disability & Leave Administration Unit, x8382/5740 PM 15-5**

Benefit-based employees are eligible to take paid leave in the event of a death in the employee's family. The amount of paid leave available is based on whether the employee must travel a significant distance to attend to family responsibilities:

- Up to three days if family responsibilities require local travel
- Up to five days if significant travel is required

For purposes of bereavement leave, the term immediate "family" includes the employee's parents, stepparents, grandparents, great grandparents, siblings, spouse or registered same-sex domestic partner, children, stepchildren, spouse's or same-sex domestic partner's parents, and anyone living in the employee's household.