



Summer Leave Program

May 5, 2011

This summer, the College is offering eligible staff the opportunity to take additional vacation time under a special, voluntary, unpaid Summer Leave Program (SLP) that will run from May 16th to August 19th, 2011.

Eligibility

All regular full-time and part-time staff and administrators who are employed on a 12-month, calendar year basis are eligible to participate in the Summer Leave Program.

Guidelines

- Employee requests for Summer Leave should be made in writing by completing a Summer Leave Program Request Form and submitting it to their supervisor for approval.
- SLP time may be taken in single, whole work days, or an entire week, up to a maximum of four (4) weeks between May 16th and August 19th.
- All SLP requests need to be reviewed and approved by supervisors prior to an employee taking SLP time. Approvals will be based on an assessment of overall staffing needs and scheduled projects/activities within a department to ensure that satisfactory service can continue in the employee's absence.
- Employees who take SLP time may not perform any work for the College during their unpaid summer leave time off. This includes answering/sending emails, receiving/making phone calls or any other activities relating to College business.

Impact on Paycheck

Salary checks will be reduced by the amount of SLP time taken. Employees may contact the Payroll Coordinator in the Business Office and ask for a written calculation of the net effect of the reduction in pay. Note: Social Security and Medicare taxes are withheld only for hours worked, and TIAA-CREF contributions, if applicable, would be reduced since they are based on salary earned.

Effect on Benefits

For those employees who participate in the College's group health, dental, or Flex plans, you will be responsible for paying your premium and/or contribution amount for the week(s) in which you take unpaid SLP leave. The Payroll Coordinator will collect the premium/contribution amount for the SLP week(s) from the paycheck(s) issued to you on the Friday before your SLP week begins.

Requesting & Reporting SLP Time

To request SLP time, complete the Summer Leave Program Request Form and submit it to your supervisor for review and approval at least two (2) weeks before your planned SLP time. The supervisor indicates his/her approval by signing the form, then submits it to Human Resources. Employees should report their leave as SLP on their time card.

To Change, Add or Cancel a SLP Request

To change, add to, or cancel an authorized SLP time request, you need to complete a new request form and submit it to Human Resources the week before the original SLP time request would take effect.

Questions?

Any questions concerning the Summer Leave Time Program should be directed to the Director of Human Resources, (413) 265-2368.



Summer Leave Program Request Form

Employee Name: _____
Last name, First name

Department: _____

Job Title: _____

Request Type: First Request Change Addition Cancellation

Summer Leave Program Dates Requested:

May Dates: _____

June Dates: _____

July Dates: _____

August Dates: _____

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Employee Acknowledgement

I understand, by signing below, that my participation in the Summer Leave Program is completely voluntarily and that there is no requirement for me to take time off without pay.

Employee Signature

Today's Date

Approvals

Supervisor

Date

Human Resources

Date

Submit the completed form to Human Resources, 126 Berchmans Hall.

HR provides copy to payroll _____