





# National University of Health Sciences General Policies

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Date Adopted: <b>01/01/2024</b>	Date(s) Revised:			
President 	Date			

## POLICY STATEMENT

The University provides the following paid leave for employees with a payroll designation as Temporary Part-time. Regular Full-time and Part-time employees receive paid time off in compliance with the Paid Leave for All Workers Act in the following policies:

### Vacation and Birthday

#### Vacation for Faculty and Professional Administrators

#### Procedures

- Paid leave can be used for any purpose or reason in compliance with the Illinois Paid Leave for All Workers Act. Request for leave is submitted to an employee's supervisor.
- Eligible time may be taken throughout the year. For foreseeable leave, an employee is required to provide seven calendar days' notice for the use of time off. If the leave is not foreseeable, an employee shall provide notice as soon as practicable.
- The minimum increment for use of paid leave is no less than two hours per day.
- Employees can use paid leave 90 days after the start of employment. Employees are limited to using 40 hours of paid leave per calendar year.
- Unused leave is not paid out upon separation of employment. However, if an employee is rehired within 12 months of separation, any accrued and unused leave that the employee had at the time of separation shall be reinstated.

#### **Temporary Part-time Staff (ex. Simulated Patients)**

- Temporary Part-time Staff accrues .025 of paid leave for every hour worked each pay period.
- Accrued but unused paid leave carries over from one 12-month period to the next year.

**Temporary Part-time Faculty (ex. trimester by trimester faculty)**

- Temporary Part-time Faculty will receive a prorated amount of paid leave based on the total contact hours of their trimester contract.

The calculation is as follows:

$(\text{Contact hours on trimester contract} \times 2.25) / 40$

- Additional paid leave will be added before each trimester a temporary part-time contract is issued.
- Unused hours from prior trimesters will accumulate in the employee's bank.