Chapter “Benefits”

VACATION POLICY

ASA College grants paid vacation time to eligible full-time employees who are regularly scheduled to work 40 hours per week. Vacation time is granted to such employees each calendar year in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Calendar Years of Service (Staff and Faculty)</th>
<th>Number of Paid Vacation Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year of Hire</td>
<td><strong>If you are hired on or before July 1, you will receive five (5) vacation days during the calendar year of your hire.</strong></td>
</tr>
<tr>
<td></td>
<td><strong>If you are hired after July 1, you will not be entitled to any vacation time in that calendar year.</strong></td>
</tr>
<tr>
<td>At least 1 full year, but less than 5 years of service as of January 1</td>
<td>10 days</td>
</tr>
<tr>
<td>At least 5 full years of service as of January 1</td>
<td>15 days</td>
</tr>
</tbody>
</table>

Vacation time accrues at an equal rate each month of the calendar year as follows:

<table>
<thead>
<tr>
<th>Employee Type</th>
<th># of Vacation Days per Year</th>
<th># of Vacation Hours per Year</th>
<th>Monthly Accr Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time Instructors</td>
<td>10 days</td>
<td>70</td>
<td>5.84</td>
</tr>
<tr>
<td></td>
<td>15 Days</td>
<td>105</td>
<td>8.75</td>
</tr>
<tr>
<td>Full Time Regular Employees</td>
<td>10 days</td>
<td>80</td>
<td>6.67</td>
</tr>
<tr>
<td></td>
<td>15 Days</td>
<td>120</td>
<td>10.00</td>
</tr>
<tr>
<td>VP - Executive Employees</td>
<td>15 days</td>
<td>120</td>
<td>10.00</td>
</tr>
<tr>
<td></td>
<td>20 days</td>
<td>160</td>
<td>13.34</td>
</tr>
</tbody>
</table>

The following employees are not eligible for any paid vacation time:

- Part-Time employees whose regular work schedule is less than 30 hours per week;
- Full-Time Equivalent employees, whose regular work schedule is more than 30 hours per week.
An employee will change from “part-time” or “full-time equivalent” to “full-time” only if advised of such a change by management, and then, only in writing with appropriate approval. If such a change in status or classification occurs, however, no portion of the employee’s service as a “part-time” or “hourly” employee shall be credited or considered in any way for purposes of determining the employee’s eligibility for paid vacation time.

*Employees may not take vacation until it has accrued,* unless approved by employee manager and “WAGE ADVANCE AND AUTHORIZATION OF PAYROLL DEDUCTION” form is signed and approved by HR representative. Vacation days may be taken in half or full-day increments. No vacation days accrue during an employee’s leave of absence.

*Employees may carry over up to a maximum of five (5) unused accrued vacation days from one calendar year to the next.*

Any unused accrued vacation days in excess of the five-day carryover amount will be forfeited if not used by December 31 of accrued year.

Vacation must be requested in advance and scheduled with managerial consent. Unscheduled vacation can interfere with ASA’s operations and should be avoided. Taking unscheduled vacation days is subject to the provisions of the Attendance Policy, including daily call-in procedures. As with other absences under that policy, excessive use or other abuse of unscheduled vacation days may affect an employee’s chances for advancement or result in discipline up to and including dismissal. If a holiday observed by ASA College occurs while an employee is taking paid vacation time, the holiday will not be deducted from the employee’s accrued vacation.

Employees should complete a leave request form and submit it to their supervisor for approval. Requests for vacation at the Director’s level and above will not be authorized without President’s approval. Based upon department needs, ASA College will attempt to grant an employee the vacation dates he/she requests.

**Note:** Upon resignation or termination of employment for any reason, employees will not receive pay for any unused vacation days that the employee accrues after the effective date of this policy.

This policy applies to all ASA employees, and supersedes and replaces the Vacation Policy in the Employee Handbook. As with the policies in the Employee Handbook, this policy is not intended to create a contractual entitlement or a warranty of benefits; is not to be construed as a contract, express or implied; and may not be relied upon as creating any rights, contractual or otherwise.

**SICK LEAVE POLICY**

**New York Sick Leave Policy:**
Effective April 1, 2014, all NYC employees are eligible for 40 hours of paid sick time, provided that they work more than eighty (80) hours in a calendar year.

Paid Sick Time will accrue at a rate of 1 hour for every 30 hours worked to a maximum of 40 hours in each calendar year.

Full-Time Salaried employees and Full-Time Salaried Instructors may not use any accrued paid sick time until they have completed 90 calendar days of employment.

Part-Time and Full Time Equivalent employees may not use any accrued paid sick time until they have completed 120 calendar days of employment.

All employees may carry over up to 40 hours of accrued unused paid sick time from one calendar year to the next; however no employee may take more than 40 hours of paid sick time in a calendar year.

**Florida Sick Leave Policy:**
Part-Time and Full Time Equivalent employees are not eligible for Paid Sick Time.

All Full-Time Salaried employees whose regular work schedule is at least 40 hours per week and Full-Time Salaried Instructors whose regular work schedule is at least 35 hours per week are entitled to accrue up to five (5) sick days per calendar year, to be accrued for each full calendar month worked at the following rate:

3.34 hours for Regular Full-Time Salaried employees and
2.92 hours for Regular Full-Time Instructors

Any unused accrued Paid Sick Time may not be carried over and will be forfeited if not used by December 31 of accrued year.
ASA College employees may not take Sick Leave time until it has accrued, unless approved by employee manager and “WAGE ADVANCE AND AUTHORIZATION OF PAYROLL DEDUCTION” is signed and approved by HR representative. Sick days may be taken in half or full-day increments. No Sick days accrue during an employee’s leave of absence.

If ASA College employee will change from “part-time” or “full-time equivalent” to “full-time” only if advised of such a change by management, and then, only in writing with appropriate approval. If a change in status or classification to Full-Time Salaried employee or Full-Time Salaried Instructor occurs, however, no portion of the employee’s service as a “part-time” or “full-time equivalent” employee shall be credited or considered in any way for purposes of determining the employee’s eligibility for paid Sick days.

Note: Upon resignation or termination of employment for any reason, employees will not receive pay for any accrued unused sick time.

This policy applies to all ASA employees, and supersedes and replaces the Sick Leave Policy in the Employee Handbook. As with the policies in the Employee Handbook, this policy is not intended to create a contractual entitlement or a warranty of benefits; is not to be construed as a contract, express or implied; and may not be relied upon as creating any rights, contractual or otherwise.

PERSONAL LEAVE POLICY

All Full-Time Salaried employees whose regular work schedule is at least 40 hours per week and Full-Time Salaried Instructors whose regular work schedule is at least 35 hours per week are entitled to accrue up to five (5) Personal days per calendar year, to be accrued for each full calendar month worked at the following rate:

- 3.34 hours for Full-Time Salaried employees
- 2.92 hours for Full-Time Instructors.

No Personal days may be used in the first 90 calendar days of employment as a Full-Time Salaried employee or Full-Time Salaried Instructor.

Any unused accrued Personal days may not be carried over and will be forfeited if not used by December 31 of accrued year.

The following employees are not eligible for any paid Personal days:

- Part-Time employees whose regular work schedule is less than 30 hours per week
- Full-Time Equivalent employees whose regular work schedule is more than 30 hours per week.

An employee will change from “part-time” or “full-time equivalent” to “full-time” only if advised of such a change by management, and then, only in writing with appropriate approval. If a change in status or classification to Full-Time Salaried employee or Full-Time Salaried Instructor occurs, however, no portion of the employee’s service as a “part-time” or “full-time equivalent” employee shall be credited or considered in any way for purposes of determining the employee’s eligibility for paid Personal days.

Note: Upon resignation or termination of employment for any reason, employees will not receive pay for any accrued unused Personal days.

This policy applies to all ASA employees, and supersedes and replaces the Personal Leave Policy in the Employee Handbook. As with the policies in the Employee Handbook, this policy is not intended to create a contractual entitlement or a warranty of benefits; is not to be construed as a contract, express or implied; and may not be relied upon as creating any rights, contractual or otherwise.