

All-Purpose Sick Leave

We the members of the Staff Advisory Council support the implementation of a program to allow staff to use all available sick leave for any approved purpose—i.e., care for loved ones, bereavement, personal illness. The eight days per year currently allotted to cover bereavement and caring for a sick family member is inadequate. It is not uncommon for a full-time employee to be responsible for providing care to multiple generations of family members. This policy change will recognize the tremendous responsibilities placed on staff members, and enable them to truthfully account for their time.

The use of a sick time allotment of 5 days or more would be subject to the existing policies related to FMLA leave. Should the employee need more leave than he/she has available in sick time, vacation time must be utilized before unpaid leave starts.

The removal of the 8-day maximum for family medical care or bereavement will allow employees to fulfill their obligations to their families while still preserving vacation time.

Resolution to Increase Tuition Reimbursement

Whereas

Case Western Reserve University offers a tuition reimbursement benefit for eligible employees that is currently limited to \$2000 per fiscal year of eligible tuition; and

The current benefit level of \$2000 per semester was last adjusted in January of 2005, and the annual rate of tuition increase since 2005 has averaged approximately 6% per year nationally,

Be it Resolved

That the Staff Advisory Committee of Case Western Reserve University recommends an increase in the tuition reimbursement benefit to \$2700 as of January 1, 2010.

Pooled Paid Vacation Plan Resolution

This proposal is to establish a Pooled Paid Plan benefit whereby staff, facing a serious personal illness and having exhausted their own paid time off, may use paid vacation time off donated by others into a pool.

Employees in categories I, II, III (faculty are excluded) may choose to participate in the Pool Plan or not. Participating employees must donate a minimum of one vacation day annually into the pool. Donations will be made by participating employees each year on July 1, and will be deducted from the employee's annual unused vacation day carryover total. Employees may donate a maximum of 6 vacation days, but may donate no more than one-half of their carryover total. Only employees donating into the pool on each July 1 will be eligible to withdraw donated vacation days during that academic year.

Employees who have donated into the Pooled Paid Vacation Plan are eligible to withdraw days from the pool if they:

- Have been a CWRU employee for one year or more;
- Have worked a minimum of 1250 hours in the 12 months immediately preceding a request to use pool funds;
- Are suffering from a serious illness;
- Have used all of their personal sick days and vacation days

If a staff member has taken an FMLA leave, days drawn from the pool may be used to supplement the staff member's paid days during the FMLA leave. Days withdrawn from the pool may not be used to extend an FMLA leave or pay beyond the 12-week FMLA period. The use of days drawn from the pool in this fashion does not need the approval of the staff member's supervisor.

If the staff member proposes to use days drawn from the pool but is not on an FMLA leave (e.g., is using them intermittently for absences of five days or less or seeks a non-FMLA leave), the absence (but not the use of vacation days drawn from the pool) must have the approval of the staff member's supervisor.

A Pooled Paid Vacation Plan Panel, composed of members of the Staff Advisory Council and representatives from the CWRU Human Resources Office, will be established. The Panel will consider staff member's applications to withdraw Pooled Paid Vacation Days and decide whether or not to grant such requests. The panel will determine the number of paid vacation days allocated to an employee for withdrawal. (Employees who participate in the Pooled Paid

Vacation Plan may withdraw more days than they contribute, dependent upon need and the FMLA limitations).