

**Report Work Life Balance SubGroup – President’s Commission on the Status of Women
April 2015**

Below is the statement and summary agreement signed by President Steen along with the link to directly access the information from the ACENET website. After reviewing the suggested policies, the committee compiled the information on what is currently in place for the commission and President’s review. We took a broader view of this and included Operating Staff, PATs as well as faculty information.

<http://www.acenet.edu/leadership/programs/Pages/National-Challenge.aspx>

Statement signed by Coalition Partners-

Statement of Support for Expanding Workplace Flexibility

Based on extensive research in the private sector² and ACE’s own experience in assisting institutions in working toward workplace flexibility in the last 10 years, we believe that well-implemented supports for workplace flexibility lead to improved recruiting, increased faculty commitment and engagement, greater productivity, reduced turnover, and reduced stress. These factors help to increase institutional capacity to advance the mission and to meet strategic goals of diversity and inclusion by supporting a harmonic workplace culture that fosters academic excellence.

Furthermore, we believe that flexible work practices contribute not only to retention but also to productive work environments and effective work processes. Satisfied faculty perform at higher levels, which leads to increased grant revenues and improved quality of instruction. These indicators of academic excellence foster better outcomes for our students and other constituencies we serve.

We believe that supporting flexibility must become a core leadership competency to enable our faculty to meet the increasing demands of twenty-first-century workplaces and to meet their personal and familial responsibilities.

We believe that our institution’s continued success requires flexibility in our approach to avenues of academic excellence and to meeting faculty needs. Presidential leadership is critical to successful team efforts in expanding workplace flexibility.

We therefore commit to provide leadership to:

- Advance excellence by developing flexibility as a tool to enhance recruitment, retention, and advancement of faculty within our institution;
- Actively communicate the institutional importance of workplace flexibility and implement policies and practices to keep pace with societal change while advancing gender, racial, and ethnic equity;
- Educate and support key academic leaders (department chairs, deans, etc.) in developing and strengthening their skills for managing career flexibility; and

- Develop workplaces in which flexibility is an integral part of the culture of the institution, where flexibility is broadly and equitably implemented and available to faculty at every phase of their career from recruitment to retirement.

Definition of Faculty Career Flexibility

For the purposes of the Sloan Awards for Faculty Career Flexibility, the Alfred P. Sloan Foundation has suggested these policies as examples of best practices in career flexibility:

1. On- and off-ramps, through leave policies.
2. Extended time to tenure (tenure clock adjustment).
3. Shortened time to tenure, with pro-rated standard of productivity.
4. Active service, modified duties (full-time service, with selected reduced duties).
5. Part-time appointments (allowing mobility between full-time and part-time work).
6. Phased retirement (partial appointments for finite periods of time).
7. Delayed entry or re-entry opportunities (including practices that foster later-than-usual career starts).

As we review the policies suggested as best practices we have established that the following is already in place at Plymouth State University:

(1) Leave Policies Section Below

(2, 3 & 7) Tenure Clock INSERT LINKS FROM GAIL HERE

(4 & 6) PSU SIP, Transition and % Reduce Time options/plans

[Separation Incentive Plan OS & PAT](#)

[Separation Incentive Plan Faculty](#)

[Staff Transition Plan](#)

[Tenured Faculty Transition Plan](#)

(5) PSU Flex Work Options

OS/PAT: <https://www.plymouth.edu/office/human-resources/work-life-balance/flextime/>

Faculty Work/Life Balance: <http://www.usnh.edu/olpm/PSU/V.Pers/C.htm>

[OS Time Reduction Options](#)

[PAT Time Reduction Options](#)

Not included in suggested policies but in place:

Lactation Policy: <http://www.usnh.edu/olpm/PSU/V.Pers/C.htm#2>

PSU HR Work/Life Balance Website for recruitment/retention

<https://www.plymouth.edu/office/human-resources/work-life-balance/>

<https://www.plymouth.edu/office/human-resources/quality-benefits/>

Leave Time Policies

OPERATING STAFF

Earned Time: [Earned Time](#) is an alternative approach of covering absences for Vacation, sick leave, interim disability, bereavement leave, maternity leave, jury leave and short term military leave. Earned Time is available as soon as it is “earned” and can be used in units of one-quarter hour or more. The exact amount of Earned Time accrued each year will depend on the years of service to PSU. (Approximately 2 days per month for those working up to 12 years and 2.7 for those working longer than 12 years as of 7/1/11. Those hired prior to 7/1/11 depending on YOS earn 2.0 up to 3.25).

Instead of dividing benefits into a specific number of days for Vacation/personal leave, sick leave, interim disability, funeral leave, jury leave, maternity leave and military leave; Earned Time puts these days together into one program. Earned Time days can be used for a variety of purposes, including a payment in cash at the time of termination (assuming all policies have been adhered to). Earned Time is available as soon as it is “earned.” There is no limit on number of days carried over from year to year. However, 45% of earned time during the fiscal year must be used and for example purposes if earning the minimum of 24 days you would be able to carryover 13.2 days. Operating Staff also has the option of “cashing out” their earned time annually.

Policy: <http://www.usnh.edu/olpm/USY/V.Pers/A.htm#4.10>

Sick Pool: [Sick Pool](#)

ET may be converted into Sick Pool. For every hour converted you receive three hours. The maximum Sick Pool time a staff member may accumulate is the equivalent of 150 days. Note: This is very restrictive on what days qualify as “eligible” for sick pool use.

Policy: <http://www.usnh.edu/olpm/USY/V.Pers/A.4.htm#4.10.5>

OS Bereavement Leave:

Staff members may use Earned Time or Family Leave out of their Sick Pool for the death of an immediate family member. See [USY V.A.4.10.1](#) Earned Time. If additional time off is necessary due to the death of a family member, special arrangements may be made to permit the employee to use Earned Time or take time off without pay.

Compassionate Leave:

[Compassionate Leave](#)

An employee may donate Earned Time to another employee who needs extended time off from

work due to his or her own serious health condition or that of an immediate family member, and who has exhausted or will exhaust all applicable paid time off. Compassionate leave is donated directly to an individual in need; it is not donated to a common leave bank. Maximum allowed 20 days in a 12 month period. To be eligible FMLA leave absence must be anticipated to be a minimum of 30 days. Some restrictions do apply.

Policy: <http://www.usnh.edu/olpm/USA/V.Pers/C.htm#2.1>

PAT GROUP

Vacation: PAT staff members earn [Vacation](#) at the rate of 1.5 or 2 days for each month of employment of 18 or 24 days respectively each year. Staff members with flex year status appointments of at least a 50% time earn Vacation on a prorated basis. All PAT staff members may accumulate up to 45 working days of Vacation. The maximum payoff at termination or retirement is 30 days. 100% time employees are required to use a minimum of 9 or 12 Vacation days per year – dependent on the hire date. Note: Must be used in increments of ½ day or whole day.

Policy: <http://www.usnh.edu/olpm/USY/V.Pers/A.htm#4.11>

Sick Leave [PAT Sick Leave](#)

All PAT staff members accumulate Sick leave at a rate of 1.25 days each month. If you have a percent-time appointment, you earn Sick leave as a proration of full-time employment. All PAT staff members may accumulate up to six months (130 working days). Note: Must be used in increments of ½ day or whole day.

Policy: <http://www.usnh.edu/olpm/USY/V.Pers/A.htm#4.12>

PAT Bereavement [Policy](#)

Faculty and exempt staff members are entitled to five days of bereavement leave for the death of an immediate family member and one day for the death of other relatives. If additional time off is necessary due to the death of a family member, special arrangements may be made to permit the employee to use Vacation leave or take time off without pay.

Compassionate Leave: [Compassionate Leave](#)

An employee may donate Vacation time to another employee who needs extended time off from work due to his or her own serious health condition or that of an immediate family member, and who has exhausted or will exhaust all applicable paid time off. Compassionate leave is donated directly to an individual in need; it is not donated to a common leave bank. Maximum allowed 20 days in a 12 month period. To be eligible FMLA leave absence must be anticipated to be a minimum of 30 days. Some restrictions do apply.

Policy: <http://www.usnh.edu/olpm/USA/V.Pers/C.htm#2.1>

Faculty & PAT Interim Disability [Policy](#)

Description. In situations where medical documentation concerning a faculty or staff member's inability to work indicates that the duration of the illness/injury will cause an absence from work of six months or more, *interim disability provides the continuation of the individual's salary and benefits up to a total of six months absence from work inclusive of sick leave.*

Pregnancy-related When medical documentation indicates that a faculty or staff member (for eligibility see [USY V.A.4.13.1](#)) is unable to perform her duties and responsibilities because of medical conditions related to pregnancy and/or childbirth, the woman who plans to return to work may use accrued sick leave/interim disability leave/Family Medical Leave, and her position will be held for her return (see [USY V.C.19](#)).

The period of leave is determined on a case-by-case basis from medical documentation. Such leaves usually extend for the period from childbirth through six weeks. As with all leaves for interim disability, the period of leave shall first include the use of accumulated sick leave.

4.13.6.1 When medical documentation indicates that a faculty or staff member (for eligibility see [USY V.A.4.13.1](#)) is unable to perform her duties and responsibilities because of medical conditions related to pregnancy and/or childbirth, the woman who plans to return to work may use accrued sick leave/interim disability leave/Family Medical Leave, and her position will be held for her return (see [USY V.C.19](#)).

4.13.6.2 The period of leave is determined on a case-by-case basis from medical documentation. Such leaves usually extend for the period from childbirth through six weeks. As with all leaves for interim disability, the period of leave shall first include the use of accumulated sick leave.

Holidays Eleven days with one reserved as a floating holiday.

Jury Duty

Curtailed Operations

Leave Time	OS	PAT	FACULTY
Earned Time / Vacation	Use as earned 2 days per month with max 24 carryover. Unlimited number of days can be held in carryover.	Use as earned 2 days per month =24 days* With max 45 days carryover	Paid Breaks: Winterim, Spring Break & Ski Day Total # of days: 31
Sick Leave / Sick Pool	Maximum 150 days. Which would be converting 50 days of ET.	1.25 days earned each month maximum 15 per year. Can accumulate up to 130 days.	1.25 days earned each month maximum 15 per year. Can accumulate up to 130 days.
Compassionate Leave	Maximum that can be donated 20 days by others.	Maximum that can be donated 20 days	
Bereavement	None. Use ET	5 days	5 days
Interim Disability	None	<i>PAT Interim Disability</i> Use available sick leave first and then moves into vacation leave time. *When all leave time is exhausted, PAT employee will	<i>Faculty Flexibility & Work/Life Balance</i> 12 weeks paid during the next scheduled work period after the birth. Ex: Baby end of May could be paid through Fall

		continue to be paid until they return to work or reach long term disability	semester resume work in January.
Holidays*	11	11	11
Minimum Available	44	64**	51**
Maximum Available	205 using 24 ET days as unable to predict # of days in carryover.	325	360
Involuntary Termination	Full Salary & Benefits Paid for 10 days	Full Salary & Benefits Paid for 90 days	Not applicable
Jury Duty	Unlimited	Unlimited	Unlimited
Curtailed Operations	All	All	All

*Holidays not included in min and max available.

**Would also be eligible for the PAT Interim disability and Faculty work life balance policy.