

What Is Staying the Same

While we reviewed all aspects of the time off policies, we realized that most of the policies are just fine the way they are. There are **no changes** to any of the following:

- How much vacation you earn each year (if any) will remain the same.
- The maximum amount of vacation you can have in your bank will remain the same.
- Paid holidays are not changing.
- Funeral Leave and Jury Duty policies are not changing.
- Annual sick day accruals for staff below Department Director will remain at 10 days annually.

What You Have Effective 1/1/09:

- Same Vacation Days
- Same Holidays
- Same Sick Day Accrual
- Same Funeral Leave
- Same Jury Duty Days

PLUS

- **Personal/Family Friendly Days**

What Is Changing

Personal/Family Friendly Days

We are providing four (4) Personal/Family Friendly Days per year instead of the Medical T-Time, Bonus Days, and Personal Days for full-time staff. You can use these days for personal business, emergency situations or family needs, provided you clear the time off with your department. These days are available to everyone working 12 months and do not depend on your campus or whether you are sick. Part time staffs, who are scheduled to work 20 or more hours per week, will receive two (2) days. To encourage you to use these days during the calendar year, they do not carry over from one year to the next. Personal/Family Friendly Days will not be paid out at termination or retirement.

During 2008, if you do not use all of your Medical T-Time or Bonus Time, if applicable, you will lose the time under the current policy. In addition, if you do not use your Personal Days in 2008, you will have to either cash out the days or convert the days to sick days (one personal day equals one sick day) by December 31, 2008. Exempt and non-exempt staff below director level may cash out Personal Days at 100%. You must either cash out or convert these unused days by December 31, 2008 or you will lose the extra time. Under current policy, those at director level and above must use their Personal Days in 2008 or they will lose the days.

Sick Leave

Sick Leave Banks

You will not lose any days in your Sick Leave Bank.

Since the introduction of the Short Term Disability Program, it is no longer necessary to have such large Sick Leave Banks. As a result, the maximum you can accrue in your Sick Leave Bank is 30 days; no additional accruals will be allowed. If you have more than 30 days in your Sick Leave Bank as of December 31, 2008, however, you will continue to have those days until you use them. You will not be able to accrue more days until your bank goes below 30 days.

Sick Leave Payout at Retirement

Currently, the Sick Leave Policy allows a 100% payout (below the level of administrative department head) of your Sick Leave Bank if you retire at or after age 62 with at least 10 years of service. This policy will continue for retirements through December 31, 2010. However, this payout policy is being eliminated for retirements on or after January 1, 2011.

Summary of Time Off Policies for Full Time Employees as of January 1, 2009

Employee Group	Years of Service	Annual Vacation Accrual	Annual Personal/Family Friendly Days	Annual Holidays	Annual Sick Days
Technical, Clerical, Service, Maintenance (Job classifications 09, 29, 39, 10, 20, 30, 11, 12)	Less than 5 years	2 weeks	4 days	10 days	10 days
	5 but less than 10 years	3 weeks	4 days	10 days	10 days
	10 but less than 20 years	4 weeks	4 days	10 days	10 days
	20 or more years	5 weeks	4 days	10 days	10 days
Directors, Managers, Supervisors, Professionals, Specialists, Advanced Technical, Nursing Classification (Job Classifications 04, 24, 34, 44, 54, 06, 16, 26, 36, 46, 56, 07, 17, 27, 37, 47, 08, 28, 38, 48, 58, 68, 13)	Less than 10 years	3 weeks	4 days	10 days	10 days
	10 but less than 20 years	4 weeks	4 days	10 days	10 days
	20 or more years	5 weeks	4 days	10 days	10 days
Administrative Director & Above (Job classifications 02, 03, 0698, 23)	Less than 20 years*	4 weeks	4 days	10 days	10 days
	20 or more years	5 weeks	4 days	10 days	10 days
Vice President and Above (job classification 01)	Less than 5 years	4 weeks	4 days	10 days	10 days
	5 or more years	5 weeks	4 days	10 days	10 days

** Change for those with less than 5 years of service.*

Please note that the maximum accrual allowed for vacation will continue to be two times your annual vacation accrual up to 10 weeks. Sick Leave Banks are limited to 30 days. If you have

Q: Does Loyola look at the policies of other schools?

Yes. Loyola has 30 peer and aspirational institutions it has chosen as benchmarks, which are:

Peer Institutions	Aspirational Institutions
American University	Boston College
Catholic University of America	Boston University
Creighton University	Carnegie Mellon
DePaul University	Case Western
Duquesne University	Emory University
Fordham University	George Washington University
Illinois Institute of Technology	Georgetown University
John Carroll University	New York University
Loyola Marymount University	Southern Methodist
Marquette University	University of Notre Dame
Saint Louis University	University of Southern California
Santa Clara University	
St. John's University	
Tulane University	
University of Denver	
University of San Diego	
University of San Francisco	
Villanova University	
Xavier University	

Q: Why do University's employees who are primarily located at the Maywood campus have a different holiday schedule than Lakeside?

Since University's employees work with the Loyola Medical Center more than with employees based at the Lakeside campuses, University's employees on the Maywood campus, are on the Loyola Medical Center holiday schedule for consistency.

Q: Do I have to take a whole day for Personal/Family Friendly Days?

Exempt staff must take days in whole day increments. Non-exempt staff may use Personal/Family Friendly time in any increment.

Q: Is it acceptable for people to use sick days for any reason, like personal days?

Sick days are used for an employee's own illness. For other unexpected time off needed, refer to the Personal/Family Friendly Days policy at http://www.luc.edu/hr/policy_personaltime_0808.shtml

Q: How does the maximum 30 days of sick leave work if you have more than 30 days currently?

If you have more than 30 days of sick leave accumulated in your sick leave bank on January 1, 2009, you will continue to have access to all days accumulated but you will not accrue any more

sick leave until your balance drops below 30 days. With the new programs, however, this should not be an issue. For example, let's say you have a major illness that requires you to be out of work for 4 weeks. Your Short-Term Disability Benefits begin after ten work days of continuous disability. Therefore, after the 2-week elimination period, you will still be paid at 100% of your earnings before your disability.

Q: Why is Loyola limiting the sick leave bank to 30 days?

Originally, the sick leave bank was used to cover employees in case of disability until the Long Term Disability Program started paying benefits. Now that we have a Short Term Disability Program, you only need to use 10 working days of sick leave before Short Term Disability benefits begin (paying 100% of pay), so you do not need the large banks of sick leave anymore.

Q: Why is Loyola taking away the sick leave payout at retirement?

There are several reasons why we are eliminating the sick leave payout at retirement. First, sick leave is not an accrued benefit like vacation or a pension. Loyola provides sick leave to help you through a short-term disability. Second, we compared the programs at Loyola to those of our 30 peer institutions and found that paying out sick leave at retirement while generous was not a common practice.

However, we did not want to affect employees who are retiring in the next few years adversely, since they have already made their plans so we are not eliminating this practice until December 31, 2010.

Q: Why do exempt and non-exempt employees have different vacation accruals?

Non-exempt employees are eligible for overtime while exempt employees are not. Therefore, exempt employees are more likely to work longer hours, which means they are more likely to need additional time off to rest as well as take care of personal business. The vacation schedule takes into account this extra week of time at the beginning of their careers with Loyola. This practice is also common with our peer and aspirational organizations - those that we have chosen to use as benchmarks.

Even though you accrue 10 days a year, you max out at 30 days. If during the same year, you use more sick days, you will continue to accrue sick days, but you cannot have more than 30 days at one time.

Q: Why did Loyola decide to review the time off benefits?

We review our policies occasionally to ensure that they meet our employees' needs and are comparable to our benchmark institutions. We, like everyone else, must be competitive in benefits to attract the best people. While we want to be competitive, we also want to ensure we use our benefit dollars wisely so that we are competitive in all of our benefits.

