

August 2, 2011

**POLICY ON GRANTING LIMITED  
BENEFITS TO CONTRACTUAL EMPLOYEES**

**I. Purpose and Applicability.** To establish a policy for granting contractual employees certain leave benefits at Morgan State University.

**General.**

- A. Under certain defined circumstances contractual employees at Morgan State University are eligible for limited compensated leave benefits, including:
  - 1. Holiday - eight (8) days
  - 2. Annual leave - six (6) days
  - 3. Personal/Sick Leave - three (3) days
  - 4. Administrative leave under circumstances approved by the President.
- B. Benefits for part-time employees shall be earned at a rate of 50% of full-time contractual employees.

**II. Terms Defined.** The following terms have the meaning indicated:

- A. "Contractual employee" means a person who under a written agreement provides personal services to the University for remuneration, for a specific period of time and is not employed in a budgeted position. Faculty, full-time students, consultants, and independent contractors are excluded from this definition.
- B. "Full-time" means a person who has a University employment contract for a term of six (6) months or more in duration, and that contract provides for a 40 hour or more work week.
- C. "Part-time" means a person who has a University employment contract for a term of six (6) months or more in duration, and that contract provides for less than 40 hours but 20 hours or more.
- D. "Student" means a person who matriculates full-time at Morgan State University and who has a part-time contract.

### **III. Holiday Leave.**

- A. Rates of Earning Holiday Leave. Holiday leave will be earned based on the date of employment. Contractual employees must have been employed on or prior to the date the holiday leave was earned in order to use the leave on that date. The holidays to be observed and the dates of their observances shall be determined by the President or designee.
1. Full-time contractual employees are eligible to receive compensation for a maximum of eight (8) holidays per annum.
  2. Part-time contractual employees are eligible to receive compensation at a rate of four (4) hours per day earned for a maximum of eight (8) holidays per annum.
- B. Unused Holidays. Contractual employees shall be afforded an opportunity to use all holiday leave which they have earned. A contractual employee, who is required to work on a scheduled holiday, may request to use the earned holiday leave on an alternative date prior to the termination of their contract term. The holiday leave request may be granted by the supervisor unless the supervisor determines that the day off will unduly interfere with the conduct of University business. Unused holidays shall be forfeited upon the employee's separation from University service. Contractual employees shall not receive a cash payment for working a holiday.

### **IV. Annual Leave.**

- A. Rates of Earning Annual Leave.
1. Full-time contractual employees are eligible to receive the following compensation:
    - a. Per Annum - 6 days (48 hours) of annual leave.
    - b. Accrual Rate - .5 days per month commencing on the date of employment.
  2. Part-time contractual employees are eligible to receive the following compensation:
    - a. Per Annum - 3 days (24 hours) of annual leave.
    - b. Accrual Rate - .25 days per month commencing on the date of employment

- B. Availability. Leave must be approved in advance by the supervisor or designee in accordance with guidelines established by the supervisor.
- C. Unused Annual Leave. All unused annual leave shall be forfeited upon the employee's separation from University service.

**V. Personal/ Sick Leave.**

- A. Rates of Earning Personal/Sick Leave.
  - 1. Full-time contractual employees are eligible to receive the following compensation:
    - a. Per Annum - 3 days (24 hours) of personal/sick leave.
    - b. Accrual Rate - 2 hours per month multiplied by the number of months in the contract term.
  - 2. Part-time contractual employees are eligible to receive the following compensation:
    - a. Per Annum - 1.5 days (12 hours) of personal/sick leave.
    - b. Accrual Rate - 1 hour per month multiplied by the number of months in the contract term.
- B. Availability. Personal leave must be approved in accordance with guidelines established by the supervisor.
- C. Unused Personal/Sick Leave. Any unused personal/sick leave shall be forfeited upon the employee's separation from the University service.

**VI. Administrative Leave**

A. When the University is closed, has a delayed opening or an early closing due to emergency situations or weather related conditions, contractual employees may be granted administrative leave for the period of time or a portion of the time, if approved by the President or his designee. An employee who has been designated as vital to the operation of the University, whose presence is required regardless of the existence of an emergency condition, shall be designated as an "essential employee." Essential employees are required to report to work during their regularly scheduled work hours, even if the University is closed, unless otherwise notified. If there are extenuating circumstances, an essential employee may, at the reasonable discretion of their supervisor, be excused from reporting during an emergency. If notified, essential employees may be required to report for duty or return to duty during non-scheduled work time. If an essential employee fails to report for duty, the employee may be subject to disciplinary action and will not be paid for the time that the employee failed to report for duty.

**VII. Miscellaneous Provisions**

A. Leave benefits shall not be carried over from one contract period to another.

B. Contractual employees are not eligible to receive credit from Morgan State University for leave earned by the employee for service at another Maryland agency.

C. Contractual employees whose contracts are funded by external sources (e.g., grants) may be eligible for greater benefits in accordance with the grant documents.

**VIII. Policy Amendments**

- Addition of Administrative Leave provisions - August 2, 2011