

# Paid Time Away From Work

---

Albright College encourages employees to use paid time away from work to establish a healthy work-life balance.

## Summer Hours

Albright observes “summer hours”, which means our offices close 4 hours early on Fridays in the summer. Employees are paid for their full shift. Fridays include those beginning after Memorial Day through the Friday before fall classes begin.

## Exempt Employees

<b>Vacation Time</b>	<p>Full-time employees accrue vacation based on the following:</p> <p><b>Executives</b> – accrue 14.67 hours per pay; maximum 176 hours</p> <p><b>Directors/Administrators</b> – accrue 13.34 hours per pay; maximum 160 hours</p> <p><b>Professional/Technical/Managerial</b></p> <ul style="list-style-type: none"> <li>• Up to 2 years accrue 10 hours per pay; maximum 120 hours</li> <li>• 2-5 years accrue 12 hours per pay; maximum 144 hours</li> <li>• 5+ years accrue 13.34 hours per pay; maximum 160 hours</li> </ul> <p>Part-time employees receive a pro-rated accrual rate based on normal weekly hours assigned at time of hire.</p>
<b>Personal Time</b>	<p>Regular full-time employees are provided 2 personal days each calendar year that expire 12/31. These days do not roll over.</p>
<b>Sick Time</b>	<p>Full-time employees are granted 40 hours of sick leave per year immediately upon hire date. Part-time employees receive a pro-rated accrual rate based on normal weekly hours assigned at time of hire.</p>