

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.

Non-Exempt Employees

Vacation Time	Following a 90-day introductory period, full-time employees accrue vacation hours based on years of service: <ul style="list-style-type: none">• 0-5 years accrue 3.08 hours per pay to a maximum of 80 hours• 5-9 years accrue 4.62 hours per pay to a maximum of 120 hours• 10+ years accrue 6.16 hours per pay to a maximum of 160 hours
Personal Time	Regular full-time employees are provided 2 personal days each calendar year that expire 12/31. These days do not roll over.
Sick Time	Following a 90-day introductory period, full-time employees accrue 3.69 hours of sick leave per bi-weekly pay cycle which can be accumulated up to 480 hours. Part-time employees receive a pro-rated accrual rate based on normal weekly hours assigned at time of hire.