

BOARD OF HIGHER EDUCATION
REQUEST FOR COMMITTEE AND BOARD ACTION

COMMITTEE: Fiscal Affairs and Administrative Policy **NO.:** FAAP 18-20

COMMITTEE DATE: June 12, 2018

BOARD DATE: June 19, 2018

AMENDED LEAVE POLICIES FOR NON-UNIT PROFESSIONALS AT COMMUNITY COLLEGES AND STATE UNIVERSITIES

MOVED: FAAP 16-32 is hereby amended to establish July 1, 2019 as the effective date that employees will forfeit any days in their balance above the limit of 50 vacation days. The Board further delegates to the Commissioner the authority to ensure that all applicable policies and agreements are consistent with this amendment.

Authority: M.G.L. c. 15A, § 6 and 9; FAAP 16-32

Contacts: Thomas J. Simard, Deputy Commissioner for Administration and Finance

Amending Leave Policies for Non-Unit Professionals

Background Information

In March of 2016, Department of Higher Education (Department) Commissioner Carlos E. Santiago commissioned an expedited review of the leave policies then in place for certain higher education staff and administrators at community colleges and state universities.

At the Fiscal Affairs and Administrative Policy (FAAP) Committee meetings on April 26, 2016 and June 7, 2016 Department staff provided presentations summarizing the findings of the review along with recommended changes to existing leave policies for Non-Unit Professional (NUP). The recommended changes were presented to the Board for a vote at the June 14th meeting, at which time the Board approved a motion (FAAP 16-32) that changed leave policies for NUP employees as follows:

Leave Policy Changes Approved in June 2016

To address policy concerns raised by the review, Department staff recommends amending the existing Non-Unit Professional Employee leave policies for all to reflect the following changes:

- 1) Eliminate the conversion of any excess vacation time to sick time. Effective July 1, 2016, any vacation balance over the maximum allowed balance will be forfeited if not used.
 - a. Employees must be provided with written notice of any time they may lose.
 - b. Excess vacation time over the allotted balance, as established in paragraph 2 below, shall be forfeited at least once per calendar year.
- 2) Lower the maximum allowed vacation day balance over the next 2.5 years to fifty (50) days. Effective January 1, 2019, NUP employees will forfeit any days in their balance above the newly-established limit of 50 vacation days.
- 3) Establish the following new schedule for vacation accrual rates, effective January 1, 2017.

Years of Service	Annual Vacation Days
0 – 4.99 Years	20 Days
5 – 9.99 Years	22 Days
10 – 14.99 Years	23 Days
15 – 19.99 Years	24 Days
20+ Years	25 Days

This motion proposes to change the effective date of implementation of the mandatory forfeiture of accrued leave time from January 1, 2019 to July 1, 2019. This is intended to align the implementation of the policy change with the state fiscal year and the academic year, and will enable a less disruptive transition for payroll administration purposes. The change is based upon feedback from the campus leadership and will have negligible fiscal impact on the campuses and the DHE.