



HOBART AND WILLIAM SMITH
COLLEGES

Office of Human Resources

HWS Supplemental Leave Policy

HWS provides eligible employees with robust paid time off benefits. It is expected that employees will maintain adequate time off balances should extended time away from work ever become necessary. However, HWS recognizes that a situation may arise in which an employee experiences a catastrophic event and has exhausted their paid time off benefits. Where able, HWS wants to support these employees and, on a case-by-case basis, may offer additional, supplemental leave hours to an eligible employee.

This is a voluntary program offered on a case-by-case basis by HWS. Employees who are eligible to request Supplemental Leave must contact Human Resources (HR) at hr@hws.edu or call 315-781-3312 to discuss application instructions. The completed request will be confidentially reviewed, and a decision will be communicated to the employee and, where appropriate, their supervisor.

Supplemental Leave requests may be denied or partially approved. Submitting a request for Supplemental Leave does not guarantee that the employee will receive the time requested. HWS reserves the right to limit the amount of Supplemental Leave an employee can receive. Employees may not use Supplemental Leave in place of New York State Prenatal or Paid Family Leave (PFL) benefits. Employees may not extend a leave using this policy.

ELIGIBILITY AND REQUIREMENTS:

1. Employees must be benefits-eligible, in good standing with HWS and have already exhausted their useable vacation, personal and sick leave balances.
2. Employees must submit an application that is eligible for consideration under the Supplemental Leave Policy.
3. Employees must communicate with their supervisor that they are submitting a request for Supplemental Leave and provide documentation that shows the need for leave if requested by HR.
4. Employees must only use Supplemental Leave for the situation for which it has been approved.

Types of Supplemental Leave:

SHORT TERM DISABILITY (HOURLY): For hourly employees who need to use the New York State Short-Term Disability benefit but do not have the sick time available to cover the mandatory seven-day waiting period to start the benefit, HWS may provide the difference in leave required. Additionally, while hourly HWS employees are on Short-Term Disability through New York State, HWS may provide additional leave time that equates to approximately \$170 a week.



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BEREAVEMENT: If an employee has used the allotted three days of bereavement as well as their PTO balances and still requires additional time away from work for the loss of a close family member, HWS may provide additional on a case-by-case basis.

CATASTROPHIC EVENT: If an employee experiences a catastrophic event and has exhausted all their leave balances, HWS will consider providing additional leave time. Amount of leave provided will be determined by HR on a case-by-case basis, taking into account the employee's eligibility for short/long-term disability or other established leave benefits. Examples of catastrophic events include, but are not limited to, cancer, stroke with paralysis, car accident requiring hospitalization, house fire, etc.

The Colleges retain the right to supplement, modify, amend or eliminate the Supplemental Leave Policy at any time. Additional questions about this policy can be directed to hr@hws.edu.