

Paid Absences from Work

Applies to: All regular, benefits-eligible employees not covered by a collective bargaining agreement

Policy Statement:

Dartmouth College provides employees with paid time off to participate in jury duty, civic duty, and court appearances as well as compassionate time off for bereavement. Time off is also granted for military service—please see the Military Leave section in this manual. Below are the specific guidelines governing each type of paid absence.

Absence	Time Off	Guidelines	Definitions	Forms and Requests for Time Off
Bereavement	1–5 consecutive days at full pay	Five days are granted in the event of a death in the immediate family. One day is granted to serve as a pallbearer or if the death is outside the immediate family.	An immediate family member is defined as: parent, child, sibling, spouse, grandparent, domestic partner, guardian, or current parent-in-law or grandparent in-law.	The College may request verification of the death and the employee's relationship to the deceased.
Parental Leave	Two weeks at full pay.	Two weeks may be taken immediately following the birth or adoption or at any time during the first year of becoming a parent. Leave time can be taken all at once, intermittently or incrementally with prior approval from the supervisor.	This leave is restricted to parents including spouses, partners and adoptive parents.	Approval from the supervisor is required.
Civic Duty	1–10 days per fiscal year.	Employees must be a bona fide member of	Fire department duties are	Employees must notify

	Employees are paid an amount equal to the difference between pay received for civic duty and their regular pay rate (excluding expenses).	one of the following groups: 1) fire department 2) Civil Air Patrol, or 3) Upper Valley Search and Rescue Squad (deputized by the state police or Department of Fish and Game).	restricted to fire-fighting duties. Employees must be actively engaged in search and/or rescue duty during time off.	their supervisors of their call to duty and return to work as soon as possible upon completion of duty.
Jury Duty	The time off is the duration of official duty. Full straight-time pay will be provided for all normally scheduled working time in which the employee is actively engaged in jury duty.	The clerk of court, upon request, will provide a statement of time served which should be given to the employee's supervisor. With due consideration to time and travel factors, an employee is expected to return to work on a day when a court releases him/her temporarily from jury duty.		An employee called to jury duty must inform his or her supervisor as soon as he or she receives notification.
Court Appearance	Duration of official duty. Employees receive their regular straight-time pay for all previously scheduled "working hours" spent in court.	This applies to employees who are subpoenaed, or otherwise requested to appear in court, or at a deposition on behalf of the College. (For Court appearances not related to College business please see Paid Time Off policy.)		Employees must notify their supervisor as soon as they receive notification.

Crime Victim Leave	Unpaid – as needed to attend legal, investigative, or legal proceedings associated with a specific crime in which the employee is either a witness or a victim.	This policy applies to employees who are: 1) a victim or witness of a crime or, 2) the immediate family member of a homicide victim.	N.H. defines a “victim” as any person who suffers direct or threatened physical, emotional, psychological, or financial harm due to an attempted or committed crime.	Employees must notify their supervisors of dates they are required to attend to proceedings associated with the crime.
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