Policies for Support Staff
Represented by CWA, Local 4730 at Bloomington and Northwest

Time Off Accruals During Absences
CWA 12.1

Effective date
Revised July 1, 2006

Employees covered by this policy
This policy applies to all Support and Service Staff at IU.

A. Absences with pay and time off accrual

1. Employees will receive pay and accrue time off for absences covered under the following policies:
   a. Adverse Weather Conditions
   b. Overtime (Section H. Overtime compensation in the form of time off)
   c. Health and Safety (Section G. Closings due to unsafe/adverse working conditions)
   d. Injury on-the-Job (under certain circumstances as provided)
   e. Military Training and Extended Active Military Duty
   f. Holidays
   g. Income Protection Time (Sick Time)
   h. Vacation Time
   i. Voting and Court Duty
   j. Time Off for Funerals/Bereavement

B. Absences without pay and without time off accrual

1. Employees do not receive pay nor accrue time off while absent due to:
   a. A temporary reduction in force
   b. A leave of absence
   c. An absence or tardiness not covered in a policy listed in Sections A. or C.
2. Unpaid absences that are not approved may be considered excessive and may be subject to discipline under the Corrective Action policy.

C. Absences without pay and with time off accrual

1. Employees who are absent without pay accrue time off under the following conditions:
   a. The employee is prevented from working due to a short layoff (of less than 30 calendar days), or at the request of the supervisor/department head
   b. The employee cannot travel to work because of adverse weather (but the campus is not closed), or is prevented from working because conditions or facilities make it impossible or impractical to work
   c. The employee is receiving Worker's Compensation payment supplemented by sick time (income protection) or vacation time
   d. An employee is serving military duty. This additional accrual is limited to vacation or PTO and is equal to the amount that the person would have earned had the military leave of absence not occurred, up to a maximum of one year's additional accrual. The rules on the maximum usage of vacation or PTO in a year will continue to apply.
   e. The employee is on unpaid union released time; see the Union-Administration Relations policy.