

**CAROLINAS COLLEGE OF HEALTH SCIENCES  
POLICY AND PROCEDURE**

**HUMAN RESOURCES**

**SUBJECT:** PAID TIME OFF

**REVIEWER(S):** President  
Business Office Manager

**POLICY**

Carolinas College of Health Sciences (Carolinas College) believes that health, wellness and effectiveness are enhanced by adequate work/life balance. For that reason, College follows the time off benefits of Atrium Health.

**PROCEDURE**

- A. Most policies, procedures, and questions related to time off benefits are addressed in the Atrium Health human resource policy Paid Time Off, to which the College fully subscribes. Exceptional situations, or those unique to a college environment, are identified and explained below. Additional questions may be referred to the business office manager.
- B. Operational Conditions
- Holidays: The college will be closed on the following holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. These are official Atrium Health holidays, and they are also recognized by Carolinas College. On official Atrium Health holidays, all college personnel are expected to take PTO unless the manager approves otherwise.
- The college may be closed on additional days or on an alternate day to observe the holiday as published in the catalog and the college calendar.

College Closed Days: The college may be closed due to short-term (i.e., holidays) or long-term (i.e., contagious infection) emergencies. When the college is closed, all teammates are expected to take PTO.

Campus Closed Days: The campus is closed for a scheduled reason (i.e., holiday) or due to a short-term emergency (i.e., inclement weather). If closed for a scheduled reason, the campus will be closed to all activities and teammates are expected to take PTO unless the manager approves otherwise. If closed for a short-term emergency, the campus will be closed to class, lab, and clinical activities. Online courses will continue as scheduled. Course faculty may determine alternative instructional delivery methods for regularly scheduled on-campus activities. Teammates should contact their manager to determine remote work arrangements or take PTO if remote work is not available.

No Classes Days: Days scheduled as "No Classes," means the college is open and operating under normal conditions, but no classes are scheduled (i.e., spring break). On "No Classes" days, all teammates are expected to work as normal.

Delayed Opening: The College may delay opening due to a short-term emergency (i.e., inclement weather). The delay will be calculated from 8 a.m. regardless of the teammate's actually scheduled start time. Thus, if the college announces a 2-hour delayed opening, all functions and classes will begin at 10 a.m. (In this case, a 60-minute, 8 a.m. class will not meet that day, nor would a two-hour class which ordinarily begins at 7:30 a.m. A 60-minute, 9:30 a.m. class will begin at 10:00 and end at 10:30.) All teammates are expected to arrive as soon as is safe and possible; in no case later than the delayed start time (unless their regularly scheduled arrival time is later). Teammates may

work remotely with prior manager approval. Online courses will continue as scheduled. Course faculty may determine alternative instructional delivery methods for regularly scheduled on-campus activities.

**Early Closure:** Early closure will be announced if unsafe conditions arise or worsen during the day due to an emergency event or inclement weather. Teammates whose safety requires their leaving prior to closing must consult with their manager and will be paid for actual time worked. Online courses will continue as scheduled. Course faculty may determine alternative instructional delivery methods for regularly scheduled on-campus activities.

**C. Scheduled Work and Paid Time Off (PTO) Benefits**

**Scheduling PTO:** All teammates must request PTO following Atrium Health policy. The PTO will be approved by the manager in accordance with the needs of the college. Exempt teammates may be advanced PTO by their manager in the event the college is closed for a scheduled day or emergency event (other than inclement weather) and PTO is not available. Non-exempt teammates who do not have available PTO should use absent time.

- The term "working remotely" assumes there is work available, and the individual is accessible by phone or electronically. Alternative scheduling must be completed within the week of the cancellation so that total hours worked in any week do not exceed the number of normally scheduled hours (and never more than 40 hours).

**Exempt Teammates:** Regardless of the operational condition of the college, exempt teammates may work remotely with manager approval. Those not able to work remotely should use PTO. Exempt faculty may use absent time in lieu of PTO when PTO hours are available.

**Non-Exempt Teammates:** Non-exempt teammates are expected to take PTO when not at work, regardless of the operational condition of the college. With prior manager approval, non-exempt teammates can be approved to work remotely, or alternative scheduling may be arranged to make up the hours missed.

**D. The Paid Time Off Benefits policy and procedure will be reviewed annually.**

**REFERENCES**

**Related Policies to Consult**

**Carolinas College of Health Sciences:**

ADMINISTRATIVE: Emergency Response and Notification

**Atrium Health:**

Paid Time Off Benefits

Emergency Event Staffing

**Related 2024 SACSCOC Standard(s)**

5.5 Personnel appointment and evaluation