

Staff Handbook — Washington D.C. Addendum

Editor's notes:

TITLE: Addendum to Carnegie Mellon's "Staff Handbook: A Human Resources Guide" for employees based in Washington, D.C.

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1. Washington D.C. Addendum

This addendum applies to staff members employed by Carnegie Mellon in Washington D.C. Except as noted below, nothing in this Addendum modifies any of the policies set forth in the University Staff Handbook.

Neither the University Staff Handbook nor this Addendum constitutes a direct or implied contract of employment. Carnegie Mellon reserves the right to unilaterally change the terms of the Staff Handbook and this Addendum.

2. Affirmative Action

The following is added to Volume I, Article 5, Bullet Point 2. Affirmative Action.

Carnegie Mellon is committed to prohibiting discrimination based upon a staff members' family responsibilities, marital status, matriculation, political affiliation, gender identity or expression, genetic information, and credit status.

3. Family and Medical Leave

The following replaces Volume IV, Article 5. Family and Medical Leave

Carnegie Mellon provides eligible staff members with certain job-protected leave of absences in accordance with the Family and Medical Leave Act of 1993 and the District of Columbia Family and Medical Act (collectively "FMLA" as used in this Handbook). The District of Columbia Family and Medical Act and the federal Family and Medical Leave Act run concurrently. To be eligible for FMLA leave, you must (1) have been employed by Carnegie Mellon for at least twelve 12 months and (2) have worked for the university at least 1,000 hours during the 12-month period immediately preceding the first day of FMLA leave.

Eligible staff members may take up to 12 weeks of unpaid leave during a 12-month period for a qualifying exigency because the employee's spouse, son, daughter, or parent is on active duty or has been notified of an impending call or order to active duty.

Eligible staff members may also take up to 16 weeks of unpaid, job-protected family leave during any 24-month period for the following reasons:

- The birth of your child;
- The placement of a child with you for adoption or foster care;
- The placement of a child for whom you permanently assume and discharge parental authority; or
- To care for a family member with a serious health condition.

The definition of "family member" includes grandparents, parents of spouses, domestic partners, and someone who has shared a committed relationship and residence with the employee for the past year.

Additionally, eligible staff members may take up to take up to 16 weeks of unpaid, job-protected medical leave during any 24-month period for the following reason:

- When the staff member has a serious health condition which renders the staff member unable to perform their job.

Staff members are entitled to use the most advantageous combination of leave. For example, an employee can take 16 weeks of family leave and/or 16 weeks of medical leave the first year under the District of Columbia Family and Medical Leave Act, and 12 weeks the second year under the federal Family and Medical Leave Act. However, leave taken under the District of Columbia Family and Medical Leave Act will be concurrent with any federal Family and Medical Leave Act to which the employee is entitled and is not in addition to any federal Family and Medical Leave Act leave.

In general, FMLA leave is unpaid leave. However, you may elect to substitute accrued paid time off for any part of your FMLA leave. In certain instances, the university may also require you to substitute paid time off for part of your FMLA leave.

Carnegie Mellon uses a “rolling” 12- or 24-month period to measure the period during which an employee may take up to 12 weeks of FMLA leave. Except as described in the preceding paragraph, an eligible staff member may take up to, but never any more than, 16 weeks of FMLA during any 24-month period.

4. Paid Family Leave

Eligible staff members are entitled to apply for Paid Family Leave (“PFML”) benefits through the PFML program administered by the Washington D.C. Office of Paid Family Leave.

To be eligible for PFML, a staff member must spend more than 50% of their work time for a covered employer in DC. An eligible staff member may receive PFML for the following amounts of time within a one-year period:

- Parental leave – receive benefits to bond with a new child for up to 12 weeks in a year;
- Family leave – receive benefits to care for a family member for up to 12 weeks in a year;
- Medical leave – receive benefits for your own serious health condition for up to 12 weeks in a year; and
- Prenatal leave – receive benefits for prenatal medical care for up to 2 weeks in a year.

DC Paid Family Leave provides wage replacement of 90% of wages up to 1.5 times DC’s minimum wage and 50% of wages above 1.5 times DC’s minimum wage. The DC Government will be responsible for calculating the actual benefit amount and providing payment directly to employees.

DC PFML does not provide job protection. However, staff members may also be qualified for protected family leave under the university’s [Family and Medical Leave Policy](#), which runs concurrently with PFML.

Staff members should contact [Leaves Management](#) within the Office of Human Resources prior to the start of leave.

5. Sick and Safe Leave

The following is added to Volume IV, as Article 2F. Sick and Safe Leave

Carnegie Mellon will provide all staff members with paid sick or safe leave. Sick leave is leave taken to tend to a staff member's physical or mental health or that of a staff member's family. Safe leave is leave taken to obtain social or legal services addressing stalking, domestic violence, or sexual abuse of the staff member or staff member's family member. The university will provide each staff member at least one hour of paid leave for every 43 hours worked, up to five days of leave per year. A staff member's unused paid sick and/or safe leave for each year shall carry over annually. Carnegie Mellon, however, is not required to pay a staff member for their unused paid sick and/or safe leave if the staff member is terminated or resigns.

Staff members must notify their supervisor of the need to use paid sick time by submitting a request through Workday. When the need to use paid sick days is foreseeable, the staff member must submit a request through Workday in advance. If the leave is unforeseeable, staff members must provide notice to the supervisor and submit a request through Workday prior to the start of the shift for which paid leave is requested. If an emergency arises, the staff member must notify the supervisor of their request before the start of the staff member's next work shift or within 24 hours of the onset of the emergency, whichever is sooner.

The university requires that a staff member seeking compensation and who is out on leave for three consecutive days provide a medical certification, police report, court order, or signed victim or witness statement, supporting the reason for the leave.

6. Jury Duty

The following replaces Volume IV, Article 9. Jury Duty

Full-time staff members called to jury service for five days or less are entitled to their usual compensation, less the fee paid for jury duty. Staff members who would not have accrued regular wages if not serving as jurors and those who would not have worked more than one-half of a shift that extends into the following day are not required to be paid.

Retaliation against a staff member who requests leave under this policy, or who serves or is summoned to serve as a juror, is strictly prohibited.

7. Parental School Activity Leave

The following is added to Volume IV, as Article 12. Parental School Activity Leave

The university will provide 24 hours of leave each year for staff members who are parents to attend or participate in a school-related event for their child. This leave is unpaid, but a staff member may elect to use their annual leave for this purpose. A staff member must notify their supervisor of the desire to take parental leave at least 10 days in advance of the leave, unless the need to attend the school-related event cannot reasonably be foreseen. For purpose of parental leave, a "parent" includes the natural mother or father of a child; person who has legal custody of a child; a person who acts as the guardian of a child; an aunt, uncle or grandparent of a child; and anyone married to any of the forgoing individuals. The university may deny a staff member's request for parental leave if the granting of the leave would disrupt the university's business, and would make it unusually difficult for it to provide its services.

8. Voting Leave

Carnegie Mellon encourages staff members to vote before or after work. If a staff member is a registered voter and their work schedule does not allow them a sufficient amount of time outside of working hours to vote on Election Day, the university will grant up to two hours of paid leave to Washington D.C. staff members in order to vote. Staff members may be required to take voting time at the beginning or end of their workday. Staff members must give their supervisor notice of their need for time off to vote prior to Election Day.