APPLICATION

This policy applies to all regular nonrepresented employees. Those excluded from this policy are temporary, casual, and student employees, and any employee represented under a collective bargaining agreement.

I. BENEFITS

A. Holidays. Nonrepresented employees shall receive pay for the following specified holidays, or the day observed as the holiday, on the same basis as though those days had been actually worked, when those days fall on what would otherwise be scheduled work days. Employees are eligible for the following paid holidays immediately upon beginning employment:

- Day before New Year’s Day
- New Year’s Day
- Martin Luther King, Jr. Day
- Friday before Spring Recess
- Memorial Day
- Independence Day
- Two Flexible Holidays during the fiscal year
- Labor Day
- Thanksgiving Day
- Day following Thanksgiving Day
- Day before Christmas Day
- Christmas Day
- Memorial Day
- Labor Day
- Thanksgiving Day
- Day following Thanksgiving Day
- Day before Christmas Day
- Christmas Day

If any of these days falls within an approved vacation period, and it would otherwise qualify as set forth above as a paid holiday, another day of vacation shall be granted in lieu of the holiday.

B. Vacation. Vacation must be earned before it can be utilized. Employees are notified each April 1 of the vacation accumulation which may be used during the following 15-month period. The vacation schedule for nonrepresented employees is as follows:
NON-EXEMPT EMPLOYEES

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 4</td>
<td>2 weeks per year</td>
</tr>
<tr>
<td>5 - 9</td>
<td>3 weeks per year</td>
</tr>
<tr>
<td>10 - 14</td>
<td>4 weeks per year</td>
</tr>
<tr>
<td>15 and over</td>
<td>5 weeks per year</td>
</tr>
</tbody>
</table>

EXEMPT EMPLOYEES

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 14</td>
<td>4 weeks per year</td>
</tr>
<tr>
<td>15 and over</td>
<td>5 weeks per year</td>
</tr>
</tbody>
</table>

B. Vacation  Vacation is prorated for employees during the first year of employment and for those employed on a school-year basis. Employees who work less than a 12-month period or less than an 8-hour workday will have their vacation prorated accordingly.

Employees subject to grant or limited-term funding who are notified their positions will not be continued, will be required to use their vacation entitlement prior to the end of the grant term.

C. Healthcare/Retirement and Other Benefits. MATC currently offers employees numerous benefit options, including the following:

1. Employee Medical Insurance Coverage;
2. Group Dental Insurance;
3. Employee Assistance Program;
4. Group Long-Term Disability;
5. Group Life Insurance;
6. Wellness Program;
7. Pension through Wisconsin Retirement System; and
8. Tuition Reimbursement.

Please see the Benefits Resource Guide for further information regarding benefit eligibility and levels of coverage.
II. LEAVES

A. Sick Leave. MATC offers a generous sick leave plan. Employees may use sick leave immediately. Sick leave offers the following benefits:

- 18 days to the employee's account on September 1 of each year.
- Can be used for employee illness and for situations where an employee is required to be absent from work for compelling personal reasons (CPR). CPR covers absences such as funerals, legal matters, child conferences, illness of child, etc.
- May accumulate up to 150 full days of sick leave with an unlimited accumulation of half days.

B. Leave of Absence. Requests for leaves of absence for reasons including sabbatical leave, family leave, or military leave are considered by the Associate Vice President of Human Resources if for thirty (30) days or less, and by the President and the Board if for more than thirty (30) days.

C. Conditions Affecting Leaves of Absence.

1. Time off Request. Such requests should be submitted in writing to the Associate Vice President of Human Resources at least one (1) month prior to the date it is desired to be granted unless otherwise impractical.

2. Procedure. The Associate Vice President of Human Resources will interview any person submitting such a request and make a decision if the request is for thirty (30) days or less, and make a recommendation to the President and to the Board if the request is for more than thirty (30) days.

3. Length of Leave of Absence. Leave of absence shall not be for more than one (1) year in length, but may be less than this period if the circumstances arise. Leaves for more than thirty (30) days must be approved by the President prior to final approval by the board.

4. Compensation. If approved, the applicant will be placed on leave of absence without pay and, upon return, will be reassigned to the former duties provided the employee is found qualified to resume such duties.

5. Employment Status. An employee on leave of absence shall retain employment status as accrued relating to salary step placement at the time of leave.
D. **Family Leave of Absence.** Family medical leave will be granted pursuant to the provisions of Wisconsin statutes and applicable federal regulations.

E. **Sabbatical Leave.** MATC offers eligible employees the opportunity to take a sabbatical leave following six years of continuous employment. Employees are eligible to apply for a sabbatical leave to continue professional studies, and if the leave is granted, the following conditions of employment will apply:

- Sabbatical leave shall not be granted for less than one semester or for more than one year.
- The employee will receive 60% of salary for the term of leave.
- MATC will continue to pay its portion of costs for benefits such as health insurance, life insurance, dental insurance, and pension. Employees are required to continue to pay for their portions of the cost for the term of the leave.
- Employees granted a sabbatical leave must sign a written agreement to return to work at MATC for at least one year from the end of the leave.