

Policy Number: HR017EN
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1. PURPOSE

In order to accomplish its mission, The American University of Paris hires staff in the United States, where it is registered as a 501(c)(3), a not-for-profit organization. Employees of the American entity are subject to laws and policies different from those in France. The below consolidated policies for U.S. staff ensure consistency and transparency.

2. WHO IS AFFECTED BY THIS POLICY

Employees who are hired by the 501(c)(3) corporation in the United States under American employment law.

3. POLICY STATEMENT

Holidays

AUP employees in the US benefit from 10 federal holidays each year, as follows:

- 1 January – New Year’s Day
- Third Monday of January – Martin Luther King Jr Day
- Third Monday of February – President’s Day
- Last Monday of May – Memorial Day
- 4 July – Independence Day
- First Monday of September – Labor Day
- Second Monday of October – Columbus Day
- 11 November – Veteran’s Day
- Fourth Thursday of November – Thanksgiving
- 25 December – Christmas Day

They also benefit from the Friday following Thanksgiving and five days’ holiday between Christmas and New Year (the five working days occurring between 26 December and 31 December) each year.

Sick Leave

Employees are entitled to 10 days of paid sick leave each year. For longer periods of illness, short-term disability insurance provides benefits after a waiting period of 8 days.

Unused sick leave is lost at the end of the calendar year.

Vacation

Employees are entitled to vacation as follows:

- Employees with less than 2 years’ seniority 10 days (two weeks) per year
- Employees with 2 to 4 years’ seniority 15 days (three weeks) per year
- Employees with more than 5 years’ seniority 20 days (four weeks) per year

When planning vacation, the supervisor’s agreement must be sought before making plans and reservations.

An "Out of Office" message must be placed on Outlook during vacations, referring correspondents to the appropriate contact person.

Vacation is accrued over a period running from 1 June of year N-1 through 31 May of year N, to be taken during the period from 1 June of year N through 31 May of year N+1. Vacation not used by the cut-off date of 31 May of year N+1 will be lost.

Recuperation time

Employees are occasionally called upon to work during weekends or holidays due to school fairs, etc.

When this situation occurs, each day worked gives rise to one day of recuperation time

Recuperation time will be credited only with the supervisor's approval, and must be used before the end of the calendar year during which it is accrued.

Employees who wish to take advantage of a professional trip to spend the weekend on site may be permitted to do so at the supervisor's discretion and at their own expense. Such extensions of the trip are not considered to be working time, and do not give rise to recuperation time.

Timesheets

Timesheets should be completed regularly, and the final signed timesheet should be submitted to the supervisor for signature during the first week of each month. This timesheet is then filed in the Office of Human Resources.

Maternity Leave

The American University of Paris grants up to 12 weeks of Maternity Leave to US employees.

Two weeks of this leave are at full salary. Beyond this period, short-term disability insurance provides benefits.

Paid Absences for Family Reasons

The following family situations confer the right to the specified number of days of paid leave.

Marriage of the employee	4 days
Death of the employee's spouse, father, mother or child	5 days
Death of the employee's grandmother, grandfather, stepmother, stepfather, mother-in-law, father-in-law, brother or sister	1 day
Announcement that the employee's child suffers from a handicap	2 days
Marriage of the employee's child	1 day
Birth of a child to a male employee	3 days

Tuition Abatement

The University has a tuition abatement policy which permits the following discounts for the fiscally dependent children of employees

Undergraduate program	100% discount immediately upon hire
Graduate Program	25% discount after 5 years' seniority
	50% discount after 10 years' seniority
	100% discount after 20 years' seniority

Loans

In hardship situations, the University will lend up to one month's net salary which can be reimbursed over a maximum period of one year. Loans are issued by check from the Office of Human Resources. Employees who wish to request a loan should make an appointment with the Director of Human Resources. All appointments are strictly confidential.

Health Insurance

The American University of Paris has an IRS-approved Qualified Small Employer Health Reimbursement Arrangement (QSEHRA plan) which is administered by Paychex. New employees receive information about the plan and are encouraged to sign up directly on the Paychex website.

Travel Insurance

Employees should purchase travel insurance for all trips outside the United States. The cost should be reported as a business expense, and will be reimbursed in accordance with the standard rules for expense reimbursement.

Retirement

The American University of Paris subscribes to a 401(k) retirement plan which is managed by Paychex. New employees receive information about the plan and are encouraged to sign up directly on the Paychex website.

Life, Accidental Death and Dismemberment, Short- and Long-Term Disability Insurance

The American University of Paris holds an insurance policy which covers the above-mentioned risks. This plan is administered by Paychex. New employees receive information about the plan and are encouraged to sign up directly on the Paychex website.

4. DEFINITIONS

“Employee” Any person who is linked to The American University of Paris by an employment contract.

“US Staff” Any employee whose contract of employment is managed under United States employment law.

5. APPROVALS & HISTORY

These longstanding policies were reviewed and revised by members of the Leadership Team in November 2019. Next review in November 2022.

6. ISSUING OFFICE AND CONTACT

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